DOCUMENT RESUME

ED 426 206 CE 077 694

TITLE	National Workplace Literacy Program. Garment-Related Bilingual (English & Chinese) T.V. Broadcast Lessons. Book II: Episodes 16-27.
INSTITUTION	Chinatown Manpower Project, Inc., New York, NY.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, DC. National Workplace Literacy Program.
PUB DATE	1998-03-00
NOTE	141p.; For Book I, see CE 077 693. For related project reports, see CE 077 782-783.
PUB TYPE	Guides - Classroom - Learner (051) -- Multilingual/Bilingual Materials (171)
LANGUAGE	English, Chinese
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	Adult Basic Education; *Bilingual Education; *Chinese; *Educational Television; Employment Interviews; *English (Second Language); Instructional Materials; Interpersonal Competence; Job Application; Job Search Methods; *Needle Trades; Occupational Home Economics; Occupational Safety and Health; Second Language Instruction; Sewing Machine Operators; Student Evaluation; Vocabulary; Vocabulary Development; *Workplace Literacy

ABSTRACT

This publication contains a series of 12 garment-related bilingual (English and Chinese) television broadcast lessons that were produced to augment an earlier series of 15 lessons. The objective of these television lessons is to teach garment-related English terminology to the garment workers who cannot attend classes in the National Workplace Literacy Program of Chinatown Manpower Project, Inc., New York, New York, and to arouse their interest in learning more English. Each lesson is approximately 10-15 minutes in length. The lessons usually begin with a hostess introducing basic garment-related English terms. This is followed by a real life story incorporating the new vocabulary and its usage. At the end of the lesson is a review of the garment-related terminologies and a test. To facilitate the learning process, all the lessons have English and Chinese subtitles. Topics of the lessons--Episodes 16-27--are as follows: colors and patterns; garment-related tools and sewing machine attachments (parts I and II); safety at work; health at work; workers' benefits; workers' rights; reading a pay stub; job search; job application form; job interview; and talking with co-workers. Appendixes include test answer keys and glossary. (YLB)

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ED 426 206

華埠人力中心

CHINATOWN MANPOWER PROJECT, INC.

National Workplace Literacy Program
Garment - Related Bilingual
(English & Chinese) T.V. Broadcast Lessons

Book II

在職英文班製衣業雙語
(中英文)電視廣播課程

第二册

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Preface

Funded by the United States Department of Education, the National Workplace Literacy Program of Chinatown Manpower Project, Inc. (CMP) in partnership with the Union of Needletrades, Industrial and Textile Employees (UNITE) and the Greater Blouse, Skirt and Undergarment Association, cooperated with SinoVision in 1995 to produce a series of fifteen TV garment-related bilingual (English and Chinese) broadcast lessons. Special thanks should be given to UNITE, Garment Industry Development Corporation (GIDC) and many other organizations and garment factories for their valuable input and assistance in the production. These lessons were first broadcast by SinoVision on Channel 30 and Channel 31 from September to December 1995. However, due to a tremendous response from viewers, these fifteen lessons were rescheduled to be broadcast by SinoVision on February 27, 1996 to September 20, 1996 on Channel 30 (Manhattan Cable TV) Friday every evening at 9:45 p.m. and on Channel 31 (public channel WNYC) every Tuesday evening at 11:45 p.m. The objective of these TV lessons is to teach garment-related English terminologies to the garment workers who cannot attend classes in our program and to arouse their interest in learning more English.

Many Chinese have access to channels 30 and 31. By watching garment-related English programs on TV, thousands of garment workers with limited-English proficiency can learn at home, at their convenience, to upgrade their English literacy level related to their jobs.

With additional funding from the U.S. Department of Education in 1996, we were able to produce an additional series of twelve TV garment-related bilingual (English & Chinese) broadcast lessons. The feedback that we collected from the viewers of the first fifteen TV garment-related bilingual broadcast lessons was positive and encouraging. With input from viewers, workers and the educators in the field, we were able to make twelve new topics of great interest to

garment workers. The new series of TV lessons cover topics like "Colors & Patterns", "Safety at Work", "Health at Work", "Workers' Benefits", "Workers' Rights", "Reading a Pay Stub" and "Job Interview", etc. The format of each lesson remains the same. Each lesson is approximately ten to fifteen minutes in length. The lessons usually begin with a hostess introducing basic garment-related English terms. It is then followed by a real life story incorporating the new vocabulary and their usage. Finally, at the end of the lesson, there is a review of the garment-related terminologies. To facilitate the learning process, all of the lessons have English and Chinese subtitles. This new series was broadcast by SinoVision on channels 73 and 30 in the evening from October to December 1996 and were repeated from January to March 1997 due to a tremendous response from viewers. Viewers could still come to CMP to pick up the original scripts and self-tests to review what they have learned from these TV lessons. There was a total of 1285 registered viewers who have come to pick up the original scripts. These viewers often requested that video tapes can be produced from these TV lessons. Upon their request and also the demand from our workers, video-taped lessons of these TV broadcast lessons with books of original scripts are being produced and will be available to the public in the near future.

We hope this new series of TV broadcast lessons has aroused garment workers' interest in recognizing some important issues like "Safety at Work", "Workers' Rights", and "Workers' Benefits". Furthermore, this new series has contained a lot of useful information, e.g. "Reading a Pay Stub" and "Job Interview" which is very beneficial to workers. Finally, we wish our whole series of twenty-seven TV garment-related English broadcast lessons has contributed to the workplace literacy field, and assisted garment workers in learning more workplace English in their homes.

Ivy Au Tse
Project Director
Nat'l Workplace Literacy Program

March 1998

前言

華埠人力中心在職英文班得到美國聯邦教育部撥款，聯同成衣紡織聯合工會及紐約製衣業總商會，並在一九九五年與美國中文電視合作製作了十五集製衣業雙語(中英文)電視廣播課程。特此鳴謝成衣紡織聯合工會、成衣業發展公司與及許多其他團體和製衣工廠對電視課程製作提出寶貴意見及協助。這個課程於一九九五年九月至十二月在美國中文電視，曼克頓有線電視三十台和免費公共電視三十一台首播。由於觀眾反應熱烈，這個課程再於一九九六年二月二十七日至九月二十日在三十台(曼克頓有線電視)逢星期五晚上九時四十五分及逢星期二晚上十一時四十五分(在免費公共電視三十一台)重播。這個課程之目的是教授那些未能抽空到我們中心來上課的製衣工人一些有關製衣英語，並且提高他們學習更多英語的興趣。

多數中國人都可收看到三十台和三十一台。通過收看在職英文製衣業電視廣播課程，成千英語程度較低的製衣工人可以在家中學習，以提高與他們工作有關的英文能力。

在一九九六年，在職英文班從美國聯邦教育部獲得更多經費，再次籌拍另一輯十二集製衣業雙語(中英文)電視廣播課程。首十五集的廣播課程的電視觀眾反應良好及作出正面的評論。從觀眾的意見收集，車衣工人的反應及行內的教育界人士之提議，新一輯的十二集題材才能夠被定下來。新一輯的電視課程包括：「顏色及圖案」、「工作安全」、「工作上的健康問題」、「工人的福利」、「工人的權利」及「閱讀支票存根」、「工作面試」等等。每一課的形式保持不變。每一集播映時間大概十至十五分鐘。每集開始時，由主持人教授製衣英語詞彙，接著是結合新詞彙及在現實生活中的事例及用法。最後以複習製衣英語詞彙作爲結束。爲方便學習過程，所有電視課程附有中英文字幕。在九六年十月至十二月，新一輯的電視廣播課程曾在美國中文電視附有的七十三台及三十台晚上播出。因觀眾反應熱烈，這些課程在九七年之一月至三月在七十三台及三十台晚上重播。電視觀

眾可到華埠人力中心登記及索取課程講義及自我測驗題目，以便複習從該課程所學的內容。該登記電視觀眾已累積有一千二百八十五人之多。爲滿足電視觀眾及工人之要求，這些電視廣播課程現正在被製成錄影帶，附有書本刊登所有播出內容。錄影帶及書籍將可供應給大眾。

我們希望新一輯的電視廣播課程可提高工人對一些重要事項例如：「工作安全」、「工人的權利」與「工人的福利」之認識。再者，這新一輯的課程包括許多有用之資料；例如「閱讀支票存根」及「工作面試」，這對工人非常受益。最後我們希望本製衣業電視廣播課程對其他在職英文班計劃有所貢獻；並且能夠協助製衣工人在家中學習到更多與他們工作有關之英文。

謝區月巧
在職英文班計劃主任
一九九八年三月

Contents
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Episode	Topic	Page	Time in Video 片長時間
16 第十六集	Colors & Patterns 顏色與圖案	1-9	14 min. 分鐘
17 第十七集	Garment-Related Tools and Sewing Machine Attachments (Part I) 製衣工具和縫紉機附件(一)	10-17	11.5 min. 分鐘
18 第十八集	Garment-Related Tools and Sewing Machine Attachments (Part II) 製衣工具和縫紉機附件(二)	18-23	9 min. 分鐘
19 第十九集	Safety at Work 工作安全	24-34	12.5 min. 分鐘
20 第二十集	Health at Work 工作的健康問題	35-43	12 min. 分鐘
21 第二十一集	Workers' Benefits 工人的福利	44-52	12 min. 分鐘
22 第二十二集	Workers' Rights 工人的權利	53-60	10 min. 分鐘
23 第二十三集	Reading a Pay Stub 閱讀支票存根	61-70	16 min. 分鐘

Episode	Topic	Page	Time in Video
24 第二十四集	Job Search 尋找工作	71-81	11.5 min. 分鐘
25 第二十五集	Job Application Form 申請工作表	82-93	13.5 min. 分鐘
26 第二十六集	Job Interview 工作面試	94-104	12.5 min. 分鐘
27 第二十七集	Talking With Co-Workers 與同事交談	105-117	13 min. 分鐘
	Answer Keys 答案	118-123	
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		Total 總時間	147.5 min 分鐘

EPISODE 16 "COLORS AND PATTERNS"
第十六集　　顏色與圖案

Hostess

Good evening! I am Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we'll learn about colors and patterns. Now, let's start with the vocabulary first.
晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。今天，我們將學習有關顏色與圖案。現在，讓我們先由詞彙開始。

Hostess

Color	顏色
Red	紅色
Blue	藍色
Yellow	黃色
White	白色
Black	黑色
Grey/Gray	灰色
Green	綠色
Pink	粉紅色
Purple	紫色
Brown	褐色／棕色
Orange	橙色
Gold	金色
Silver	銀色
Shading	色澤
Light	淺色的
Dark	深色的
Pattern	圖案
Striped	條紋
Checked	有規則的方格
Plaid	不規則的格子
Polka dot	圓點
Floral	花形
Paisley	弧曲形
Solid	單色/無圖案

Hostess

Let's listen and repeat our new vocabulary.
讓我們聽聽及重複新的詞彙。

Hostess

We've learned the vocabulary of colors and patterns. Now, Sara and Carol will tell us about shading problems, color tones and clothing styles with different patterns.
我們已經學了顏色和圖案的詞彙。現在，莎拉和卡羅爾將告訴我們關於色澤問題，色調和具有不同圖案的服裝款式。

Sara

Hi! Carol. What's up with your sample?
嗨！卡羅爾。你的樣板車得怎麼樣？

Carol

I found that the color of the sleeve does not match the color of the blouse. See? This is lighter in color.
我發現這袖子的顏色與女襯衫的顏色不配稱，看見了嗎？這顏色淺了點。

Sara

Really, could it be a shading problem?
(She takes the dress and checks the color.)
真的，會不會是色澤問題？

Carol

What do you mean by a shading problem?
你說的色澤問題指的是甚麼？

Sara

It means a garment is made of the same color fabric but with different color tones. (She is checking on the dress.)
它指的是一件衣服的布料顏色相同但色調不同。

Carol

Right, the color of the sleeve seems to be darker.
對，這袖子的顏色看來深了點。

Sara

Don't sew it. Let me check and go talk to the sorter, Ben.
不要縫了。讓我檢查一下並去找開份工人亞資談談。

Sara

Ben, when you sort the pieces, please make sure to read the shading markings. They show all the different color tones.
資，當你分碎料時，請看清楚色澤標記。它們標明所有不同的色調。

Ben

I think I have been following the shading markings. What should I do now?
我想我已經按照色澤標記來做了。我現在該怎麼做？

Sara

You should check these sleeves again. Make sure they match the color of the garments. If you still have problems in matching the colors, just tell me, okay?
你應該再檢查這些袖子。確定它們與衣服的顏色配稱。如果你在顏色配稱上仍有問題就告訴我，好嗎？

Ben

Okay! (Sara walks off.)
好的！

Sara

It's alright now. I told Ben to check all the bundles again.
How many sleeves have you sewn?
現在沒問題了。我已告訴亞資再檢查所有捆好的碎料。你縫了多少袖子？

Carol

Two. I'm going to take them off.
兩隻。我將把它們拆掉。

Sara

That's a good idea.
那是個好主意。

Carol

Did this ever happen before?
這種情況以前有沒有發生過？

Sara

Yes, but not frequently. We try not to make any mistakes because matching the color is very important.
(Carol nods.)
有，但不是經常。我們儘量不出錯，因爲顏色的配稱很重要。

Well, come here and see our samples of colors and patterns, it will help you with your job.
對，過來看看我們的顏色與圖案樣板；這對你的工作會有幫助。

Carol

Sure!
(She gets closer to Sara.)
好的！

Sara

(She puts the sample files on the desk.)
These are the color samples.
這些是顏色樣板。

Carol

(She checks the samples.)
We have so many color samples. Blue is my favorite color.
我們有這麼多顏色樣板。藍色是我最喜愛的顏色。

Sara

How about black or brown?
黑色和褐色怎麼樣？

Carol

I feel that black and brown are easy to match with other colors.
我覺得黑色與褐色都容易與別的顏色配稱。

Sara

How about red, orange or yellow?
紅色，橙色或黃色怎麼樣？

Carol

Oh! These are bright colors.
噢！這些是鮮艷的顏色。

Sara

Yes, but they also have different color tones. Look at these.
是，但它們也有不同的色調。看看這些。

Carol

They are okay. Do you like these pastel colors?
它們不錯。你喜歡這些淡的顏色嗎？

Sara

Yes. I like the pink and the pale blue.
是，我喜歡粉紅色和淡藍色。

Carol

I agree. They are very fashionable.
我同意。它們十分時尚。

Sara

Let's look at these pattern samples.
(She turns to the pattern sample.)
讓我們看看這些圖案樣板。

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Sara

These are striped patterns.
這些是條紋圖案。
I like suits with striped patterns because I look slimmer in a striped pattern.
我喜歡穿條紋圖案套裝因爲條紋圖案使我看來瘦點。

Carol

Oh, yes. Striped patterns always make me look slimmer too.
(She turns to another samples.)
噢，是的。條紋圖案同樣也總是使我看來瘦點。

Carol

I like to wear shirts with plaid patterns. They go well with jeans.
我喜歡穿不規則的格子圖案襯衫。它們跟牛仔褲很配稱。

Sara

Yes, they are very stylish.
對，它們很時髦。

Sara

These floral patterns are very nice for ladies.
這些花形圖案很適合女士。

Carol

Exactly.
完全正確。

Carol

Where did you get these pattern samples?
你從那裡得到這些圖案樣板？

Sara

Well, most of them come from the fabric dealers. They've got plenty of fabrics.
唔，它們大多數是來自布料商人。他們有很多種布料。

Carol

Oh, I see. Thank you. I need to go back to work now.
噢，我明白了。謝謝。我現在該回去工作了。

Sara

Good! See you later.
好！遲些再見。

Hostess

Okay! Now let's review the vocabulary and answer the questions.
好！現在讓我們複習詞彙及回答問題。

Hostess

What color is this?	這是甚麼顏色？
Blue.	藍色。
What color is this?	這是甚麼顏色？
White.	白色。
What color is this?	這是甚麼顏色？
Red.	紅色。
What color is this?	這是甚麼顏色？
Black.	黑色。
What color is this?	這是甚麼顏色？
Yellow.	黃色。
What color is this?	這是甚麼顏色？
Green.	綠色。
What color is this?	這是甚麼顏色？
Grey/Gray.	灰色。
What color is this?	這是甚麼顏色？
Pink.	粉紅色。
What color is this?	這是甚麼顏色？
Orange.	橙色。
What color is this?	這是甚麼顏色？
Gold.	金色。
What color is this?	這是甚麼顏色？
Purple.	紫色。
What color is this?	這是甚麼顏色？
Silver.	銀色。

What color is this?	這是甚麼顏色？
Brown.	褐色／棕色。
What pattern is this?	這是甚麼圖案？
Paisley.	弧曲形。
What pattern is this?	這是甚麼圖案？
Solid.	單色／無圖案。
What pattern is this?	這是甚麼圖案？
Striped.	條紋。
What pattern is this?	這是甚麼圖案？
Plaid.	不規則的格子。
What pattern is this?	這是甚麼圖案？
Checked.	有規則的方格。
What pattern is this?	這是甚麼圖案？
Polka dot.	圓點。

Hostess

Excellent! I hope you remember all that we've learned tonight about colors and patterns. I'll see you in the next episode. Thank you for watching this program. Byebye.

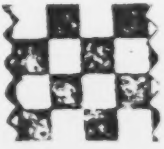
非常好！我希望你記得我們今晚學過的所有顏色與圖案。我將在下一集再同大家見面。謝謝收看本節目。再見。

TV Lessons - Test 16 (Episode 16)

I. Matching : Choose the Chinese definition in column " B " that corresponds to the color in column "A".

Column A		Column B
_____	1. Purple	A. 粉紅色
_____	2. Brown	B. 灰色
_____	3. Grey (Grey)	C. 紫色
_____	4. Pink	D. 綠色
_____	5. Green	E. 褐色

II. Look at each pattern and write the proper name in English on the lines below.

1. 

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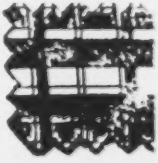
2.

_____

3. 

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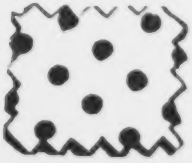
4. 

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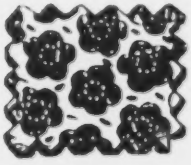
5. 

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EPISODE 17 "Garment-Related Tools and Sewing Machine Attachments" Part I

第十七集　　製衣工具和縫紉機附件

(第一部份)

Hostess

Good evening! I am Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. In the last episode, we have learned various colors and patterns. Today we will learn about garment-related tools and equipment. Now let's start with the vocabulary first.

晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。在上一集，我們學習了不同的顏色和圖樣。今日，我們將學習有關製衣工具和裝置。現在，讓我們先由詞彙開始。

Tape measure	軟尺
Seam gauge	縫紉針距
Sewing scissors	縫紉剪刀
Thread clipper	剪線刀
Seam ripper/Sniper	拆線刀／刀片
Basting tape	疏縫膠紙
Straight pins	大頭針
Pin cushion	針墊
Needle threader	穿針器
Loop turner	翻轉
Bodkin	穿帶夾
Point turner/Awl	翻角器／錐子

Let's listen and then repeat the vocabulary!

讓我們聽一聽，然後重複詞彙！

Hostess

Okay! Now that we have learned the vocabulary of tools and sewing machine attachments, let's drop in and see what Carol and Anna are doing.

好了！我們已學過關於工具和縫紉機件的詞彙，現讓我們進去看看卡羅爾和安娜正在做甚麼。

Carol

Anna, how's your work coming along?

安娜，你的工作進展如何？

Anna

I'm using the tape measure to measure the sleeve of this jacket.

我正在用軟尺量這件外衣的袖子。

Carol

Is it the correct length?

它的長度是否正確？

Anna

Yes. I also want to make sure the buttonholes are the right size.

是。我還要確定鈕釦眼的尺寸是否正確。

Carol

Then you'd better use a seam gauge.

那麼，你最好用縫紉針距。

Anna

Right! I always use a seam gauge when I measure hems, buttonholes, and pleats.

對。我經常用縫紉針距來量裙腳或褲腳、鈕釦眼和活褶。

Carol

I see that you have two pairs of scissors. Do you know what each one is for?

我看見你有兩把剪刀。你知道它們各有甚麼用途嗎？

Anna

Well, this one is a pair of sewing scissors. It has one pointed tip and one rounded tip for trimming and clipping seams.
唔，這是縫紉剪刀。它一端尖，另一端圓，可用來修剪接縫線。

Carol

That's right, Anna. Sewing scissors are also used to clip facings. What about this pair?
對。安娜。縫紉剪刀也可用於剪衣服的貼邊。這把剪刀的用途是甚麼？

Anna

Oh. This smaller one is called embroidery scissors. You can recognize it by its finely-tapered blades.
噢。這把小的叫做繡花(小型)剪刀。你可以從它的精細端尖的刀刃認出。

Carol

Good. Can you tell me why both points of the embroidery scissors are sharp?
對。你能否告訴我爲甚麼繡花(小型)剪刀兩端都這麼鋒利？

Anna

For use in hand work and precision cutting. Now I need to use this thread clipper to remove a loose seam.
因爲它用於手工和精確的裁剪。現在我需要用這把剪線刀剪去浮線。

Carol

Actually, a thread clipper is handy (picks it up and demonstrates) because it has spring-action blades, but for removing seams I think you should use a seam ripper.
事實上，剪線刀很方便。（拿起剪線刀並作示範)因爲它有具彈性功能的刀刃，但是如果要拆線步，我想你應該用拆線刀。

Anna

A seam ripper?
拆線刀？

Carol

(Demonstrated.) Yes. It quickly rips seams, opens buttonholes, and removes stitches. You must be very careful to avoid piercing the fabric.
(示範)是。它可快速拆線、開鈕門及拆線步。但你一定要很小心，避免刺穿布料。

Anna

Why does a seamstress sometimes use glue?
爲甚麼車衣女工有時用膠水呢？

Carol

Glue is sometimes used as a time saving aid and a substitution for pinning or basting by holding fabric and other materials in place for permanent stitching.
有時用膠水，是爲了節省時間並可代替大頭針或疏縫，來固定布料和其他材料以使線步不變。

Anna

Oh. I sometimes use a basting tape because it has adhesive on both sides. It can be used instead of pinning and thread basting.
噢。我有時會用疏縫膠紙，因爲它兩邊都有黏性。它可以代替用大頭針釘位和用棉線疏縫。

Carol

A basting tape is good too, but don't forget that straight pins are also excellent. By the way, I brought you a magnetic pin catcher so you can keep track of your straight pins.
疏縫膠紙也好用，但不要忘記大頭針同樣好用。順便提一句，我買了吸針磁鐵給你，這樣你可以保存大頭針。

Anna

Thanks, Carol. Now I can use my pin cushion for my needle. Carol, do you have an extra needle threader? I can't find mine.
謝謝，卡羅爾。現在我可以將我的針插在針墊上。卡羅爾，你有沒有多餘的穿針器？我找不到我的穿針器。

Carol

Here is one.
有一個。

Anna

This needle threader makes threading a needle so much easier. Can you tell me what this is?
這穿針器可以使穿線容易得多。你可以告訴我這是甚麼嗎？

Carol

Let me see. It's a loop turner.
讓我看看。它是翻轉鈎。

Anna

What do we use a loop turner for?
我們用翻轉鈎做甚麼？

Carol

It's used to grasp bias tubing or cording and turn it to the right side. It is quicker and easier than attaching a safety pin to one end and working the pin through.
它是用來鈎住管狀布條或嵌線，使它轉向正面。它比起用別針扣住一端使別針穿過來得更快且更容易。

Anna

I see. Because the wire is so fine, it can be used for narrow tubing and button loops. By the way, is this a bodkin?
我明白了，因爲鐵絲這麼細，它便可以用於窄的管狀和釦袢。順問一句，這是穿帶夾嗎？

Carol

Yes. A bodkin threads ribbon, elastic, or cord through a casing without twisting.
是。穿帶夾通過一內層來穿絲帶，橡筋帶，或者嵌線，使其不被扭彎。

Anna

How interesting! And I know this is a point turner.
多有趣啊！我知道，這是錐(翻角器)。

Carol

You can see that it is made to fit neatly into corners.
你可以看到其構造使它能精巧地用於角位。

Anna

What does it do?
它用來做甚麼？

Carol

It pokes out the tailored points in collars and pockets without risking a tear.
它用來挑開衣領的領尖和口袋角位，而不會造成撕裂。

Anna

I've been using it to remove basting thread and to hold seamlines open for pressing.
我一直用它來拆疏縫和撐開縫線邊，以便燙平。

Carol

Those are also good uses of a point turner. Great, Anna! I can see that you have learned quite a bit already.
那些都是使用錐子(翻角器)的好處。太好了，安娜。我看得出你已經學到相當多東西了。

Anna

Thanks, Carol. It's hard work, but I enjoy the challenge and learning new things.
謝謝，卡羅爾。這項工作是辛苦，但我樂意接受挑戰和學習新一
事物。

Carol

Good.
好。

Hostess

Now, let's look at the screen and answer the questions.
現在，讓我們看看螢幕和回答問題。

Hostess

What is this?	這是甚麼？
This is a point turner.	這是錐／翻角器。
What is this?	這是甚麼？
This is a thread clipper.	這是剪線刀。
What is this?	這是甚麼？
This is a tape measure.	這是軟尺。
What is this?	這是甚麼？
This is a needle threader.	這是穿針器。
What is this?	這是甚麼？
This is a pin cushion.	這是針墊。
What is this?	這是甚麼？
This is a pair of sewing scissors.	這是縫紉剪刀。

Hostess

Excellent. Thank you for watching this program. I'll see you in the next episode. Goodbye.
很好。謝謝你們收看本節目，下一集再見。

TV Lessons - Test 17 (Episode 17)

I. Matching: Choose the proper function in column "B" that corresponds to the garment-related tool in column "A".

	Column A	Column B
_____	1. Sewing scissors	A. For removing loose seams
_____	2. Thread clipper	B. For making threading a needle much easier
_____	3. Seam ripper	C. For measuring hems, buttonholes and pleats
_____	4. Seam gauge	D. For ripping seams, opening buttonholes and removing stitches
_____	5. Needle threader	E. For trimming and clipping seams or facings

II. Identify the following tools:

1. _____ 1.

2. _____ 2.

3. _____ 3.

4. _____ 4.

5. _____ 5.

EPISODE 18 "Garment-Related Tools and Sewing Machine Attachments" Part II

第十八集　製衣工具和縫紉機附件（第二部份）

Hostess

Good evening! I am Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we will learn more about garment-related tools and equipment. Now, let's start with the vocabulary first.

晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。今日，我們將學習更多有關製衣工具和裝置。現在，讓我們先由詞彙開始。

Blindstitch hem foot	邊線靴
Zigzag foot	「之」字靴
Straight-stitch foot	普通靴(直線靴)
Zipper foot	拉鍊靴
Walking foot	行腳靴
Buttonhole Attachment	鈕門機附件
Button foot	打鈕靴
Seam guide	縫線磁鐵

Let's listen and repeat the vocabulary!

讓我們聽一聽，然後重複詞彙！

Hostess

Okay! Now that we have learned more vocabulary of sewing machine attachments, let's see what Carol and Anna are doing.

好了！我們已學了更多縫紉機附件的詞彙，現讓我們看看卡羅爾和安娜正在做甚麼。

Carol

Would you also like to learn about some sewing machine equipment today?

你今天是否也想學一些有關縫紉機的裝置？

Anna

Sure. Especially sewing machine equipment that is used for special tasks.

肯定想啦。尤其是用於縫製特別技術的縫紉機裝置。

Carol

The first one I want to show you is the zigzag plate and foot that are used to create zigzag and multi-needle work.

首先我想給你看看「之」字靴，它用來縫「之」字形和做需要多針的工作。

Anna

You mean the straight-stitch plate and foot are not used for multi-needle work?

你的意思是直線靴不能用於多針的工作？

Carol

That's right, Anna. The straight-stitch plate and foot are used for straight stitching only.

對，安娜。直線靴只是用於縫直線。

Anna

Look at this. Is this a buttonhole attachment?

看看這個。這是鈕釦眼附件嗎？

Carol

Yes. Buttonhole attachments enable the seamstress to stitch buttonholes in a single step. Now that I think of it, I've seen you using the zipper foot on last week's lot. Can you remember all of its uses?

是。鈕釦眼附件使車衣工人只需一個步驟便可開鈕門。現在我想起來了，我曾看見你在車上星期那一批衣服時，使用拉鏈靴。你是否記得它所有的用途？

Anna

Let's see. I'll give it a try. The zipper foot is used to stitch cording, insert zippers, sew bound buttonholes, and ....
讓我想一想。我試試看。拉鏈靴是用於縫滾條，裝拉鏈，縫滾邊鉗門和…

Carol

And to stitch ....
和縫…

Anna

Don't tell me. I remember! The zipper foot is also used to stitch any seam having more bulk on one side than the other.
不要告訴我。我記得了。拉鏈靴也可用於一邊粗於另一邊的任何縫合。

Carol

Correct! By now I'm sure you are also familiar with the seam guide.
對，到現在我相信你對縫線磁鐵也熟悉了。

Anna

Oh, yes. The seam guide helps to keep seam allowances even.
噢。是。縫線磁鐵有助於保持布邊指口均勻。

Carol

And what is the blindstitch hem foot for?
邊線靴用來做甚麼？

Anna

That's easy. The blindstitch hem foot is used for blindstitch hemming.
那容易。邊線靴是用來縫暗線挑腳。

Carol

Right again. Let's discuss the other two foot attachments and see if you know all of them. This is the walking foot.
你又說對了。讓我們討論其他兩種靴附件和看看你是否全部都知道。這是行腳靴。

Anna

Hmm. I'm not sure about that one. Is it used to start and end seams evenly?
唔。我不太知道那種靴。它是否用來使縫線從開始至結束都很均勻？

Carol

Yes, Anna. It is also used in topstitching and stitching plaids. Now tell me what the button foot does.
是。安娜。它也用於明線和縫格子花呢線步。現在告訴我鈕釦靴的用途。

Anna

Simple! A foot holds things in place. Since it is called a button foot it must be used to hold flat buttons in position.
簡單！靴使物件固定在一個地方。既然它被稱爲鈕釦靴，它一定是用來固定平鈕釦的位置。

Carol

I'm glad to see you have learned a lot about sewing machine equipment.
我很高興看到你已經學了許多有關縫紉機的裝置。

Anna

I'm happy that I have learned so much, but in the garment industry there is always something new to learn every day. That's why I like working here.
我很高興學了這麼多東西，但是在製衣行業每天都有新的東西要學，那就是爲甚麼我喜歡在這裡工作的原因。

Carol

Come on! Let's get a cup of coffee and talk more about different kinds of tools and equipment.
來吧！讓我們喝杯咖啡，並繼續談及更多不同類型的工具和裝置。

Anna

That sounds great! Let's go.
聽起來好極了。我們走吧。

Hostess

Now, let's look at the screen and answer the questions.
現在，讓我們看看螢幕和回答問題。

Hostess

What is this?	這是甚麼？
This is a zipper foot.	這是拉鍊靴。
What is this?	這是甚麼？
This is a walking foot.	這是行腳靴。
What is this?	這是甚麼？
This is a button foot.	這是打鈕靴。
What is this?	這是甚麼？
This is a seam guide.	這是縫線磁鐵。
What is this?	這是甚麼？
This is a straight stitch foot.	這是普通靴（直線靴）。
What is this?	這是甚麼？
This is a blindstitch hem foot.	這是邊線靴。

Hostess

Excellent. Thank you for watching this program. I hope you found it helpful to your job. Next time, when you need a special tool or equipment, you'll know how to name it. I'll see you in the episode of "Safety at Work". See you then. Good-bye.
非常好。謝謝你收看本節目。我希望它對你的工作有所幫助。以後，當你需要一種特別的工具和裝置時，你就會知道它的名稱。我將在「工作安全」一集內同大家見面。到時見，再會。

TV Lessons - Test 18 (Episode 18)

I. Matching: Choose the Chinese definition in column "B" that corresponds to the English in column "A".

Column A	Column B
_____1. Sewing machine equipment	A. 特別技術
_____2. Blindstitch hem foot	B. 普通靴(直線靴)
_____3. Special task	C. 鈕門機附件
_____4. Straight stitch foot	D. 縫紉機裝置
_____5. Buttonhole attachment	E. 邊線靴

II. Fill in the blanks with the following words.

Zigzag plate and foot　　Walking foot　　Button foot
Zipper foot　　Seam guide

1. We use a_____ to insert zippers, stitch cording and sew bound buttonholes.
2. The_____can keep seam allowances even.
3. A_____is used to start and end seams evenly as well as in topstitching and stitching plaids.
4. A_____is used to hold flat buttons in position.
5. The_____are used to create zigzag and multi-needle work.

EPISODE 19 " Safety at Work"
第十九集　工作安全

Hostess

Good evening! This is Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. In this lesson, we're going to show you the importance of safety at work. First, let's have a look at the vocabulary.
晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。這一集，我們將爲大家說明工作安全的重要性。首先，讓我們看看詞彙。

Hostess

This is a fire exit.
It is the safety exit that you use when there is a fire.
這是火警出口。火警時，你就用此安全出口。

Hostess

This is a fire stairway.
It is the safety stairway that you use when there is a fire.
這是火警樓梯。火警時，你就用此安全樓梯。

Hostess

This is a fire extinguisher.
It is used to put out a small fire.
這是滅火器。
它用來撲滅小火。

Hostess

This is a fire drill.
A fire drill is an exercise to practice fire safety rules and routines.
這是火警演習。
火警演習是練習遵循火警安全規則和條例。

Hostess

This is an ambulance.
It is a vehicle to transport sick or injured people to the hospital.
這是救護車。它是運送病患者及受傷者往醫院的車輛。

Let's listen and repeat our new vocabulary.
讓我們聽及重復新的詞彙。

Hostess

Fire safety is very important in the workplace.
Let's listen to Lily and Carol's conversation on this topic.
火警安全在工作地方是十分重要的。
讓我們聽聽莉莉和卡羅關於這個話題的會話。

Carol

Hey! Don't do that! That's dangerous. Don't put anything in front of the fire exit.
喂！不要那樣做！那是危險的。在火警出口前面，不要放任何東西。

Floor Girl

I know, but we don't have much space...
Besides, these are only empty boxes.
我知道，但我們沒有很多地方...
況且，這些只是空盒子。

Carol

Oh, maybe you should try our storage room. It's just been cleared...
Remember not to place anything here, okay?
噢！或許你應試試把它們放在我們的儲物室，它剛清理過。記住，不要放任何東西在這裡，好嗎？

Carol

I hope the floor girl remembers that. It's so important for our safety.
我希望清潔女工會記著。它對我們的安全十分重要。

Lily

To every one of us? The whole garment factory?
對我們每一個人？對整個衣廠？

Carol

Yes, I'm not exaggerating. The fire exit and the fire stairway are built for our safety in case a fire breaks out. Do you see the exit sign above this exit door?
是，我沒誇張。火警出口和火警樓梯是萬一火警發生時爲我們的安全而建的。你看到這出口門上的出口標誌嗎？

Lily

Yes, I see it. This sign indicates which exit to use in case a fire breaks out in the factory, right? That's why we should not place anything that blocks fire exits and stairways.
是，我看見了。這標誌說明萬一工廠發生火警時，應該用哪一個出口，對嗎？那就是爲甚麼我們不可放任何東西堵塞火警出口和樓梯。

Carol

Right, but that is only part of the fire regulations.
對，但那只是火警規則的一部份。

Lily

Fire regulations?
火警規則？

Carol

Yes, fire regulations are rules and procedures we must follow in case a fire breaks out.
是的，火警規則是指火警發生時所需遵守的條例和步驟。..

Lily

Can you give me an example?
你可以給我舉個例子嗎？

Carol

Yes, like a fire drill.
可以，就好像火警演習。

Carol

A fire drill is an exercise to practice fire safety rules and routines. This practice allows workers to become familiar with proper fire safety procedures. Shop owners should practice these procedures with their workers by sounding the fire alarm during a non-fire situation. Upon hearing the fire alarm, workers should shut off the machinery and proceed immediately to a fire exit stairway. When all workers are safely out of the building, a designated fire monitor should take a head count and record how much time it took to exit from the building.
火警演習是練習遵循火警安全規則和條例。這種練習可使工人熟悉正確的火警安全步驟。工廠僱主應該在無火警的情況下拉響火警警報器來讓工人練習這些步驟。工人一聽到火警警報，就應該關掉機器，然後馬上跑向火警出口的樓梯。當所有工人安全地離開大樓後，被指定的火警監察員應該數人頭，並記錄撤離大樓需要多長時間。

Lily

Should we take elevators to exit from the factory quickly?
我們是否應該乘電梯(升降機)儘快離開工廠？

Carol

Absolutely not! We should never take the elevators in a fire situation because we could be trapped inside the elevators.
絕對不可！火警時，我們絕不應該乘電梯(升降機)，因爲我們可能會被困在電梯(升降機)內。

Lily

Wow! It sounds very serious, but it's important for us to know this.
嘩！聽起來十分嚴重，但讓我們知道這種情況是重要的。

Carol

We should take fire drills seriously. By following proper fire evacuation procedures, many lives can be saved. As you already know, there are a lot of flammable fabrics and plastics in a garment factory. Special care should be taken to safeguard workers' safety. We have many fire extinguishers around the factory which could be used to put out small fires.

我們應該認真地對待火警演習。遵循正確的火警撤離步驟。很多生命可得到挽救。正如你所知，衣廠有很多易燃布料及塑膠。爲了保障工人的安全，應採取特別的處理措施。我們在工廠內多處都置有滅火器，它們可用來撲滅小火。

Lily

Oh, you mean this red bottle?

噢！你指的是這紅色的瓶子嗎？

Carol

Yes, this fire extinguisher contains special chemicals which are useful in putting out small fires. But for a large fire, we should immediately pull the fire alarm and call the fire department for assistance.

是，這滅火器裝著特別化學物品，它們可撲滅小火。但遇大火時，我們應該立即拉響火警警報器，並致電消防部門，以求援助。

Lily

How can we contact them?

我們怎樣與他們聯絡呢？

Carol

Well, we can call the fire department by dialing "911" or dial "0" for the operator to connect us to the fire department.

唔，我們可撥"911"致電消防部門或撥"0"要求接線生給我們接通消防部門。

Jannie

Carol, I sewed through my finger.

卡羅爾，我車穿了我的手指。

Carol

How did it happen?
它怎樣發生的？

Jannie

I wasn't concentrating on my work. When I got up to answer a call, my sewing machine was still on, and I sewed through my finger.
我沒有專心工作。當我站起來接電話時，我的衣車仍開著，這樣我就車穿了我的手指。

Lily

Should we call "911" now?
我們現在應該撥"911"嗎？

Carol

Not yet! Let me see.
不必！讓我看看。

Carol

Luckily, it's not that serious. Lily, please help Jannie get the First Aid Kit for treatment, and fill out the accident report form.
幸好，它並不那麼嚴重。莉莉，請幫珍妮拿急救箱來處理傷口，同時填好意外事件報告表。

Lily

Carol, what should we do in other emergencies? For instance, a work-place accident or a heart attack.
卡羅爾，我們對其他緊急事件應怎樣處理？例如，工作崗位上的意外事件或者心臟病發作。

Carol

First, we should clear the accident area and call for assistance. Depending on the accident, you can handle it by yourself or call the police or an ambulance. These numbers are posted next to the telephone. But if you can't locate them, dial "911" or "0" for assistance from the operator.

首先，我們應清理意外事件場地和致電求援。根據意外事件情況而定，你可以自己處理或致電警察或電召救護車。這些緊急電話號碼貼在電話機旁邊。但如果找不到這些號碼，你可撥"911"或撥"0"請接線生幫助。

Lily

What is an ambulance?

救護車是甚麼？

Carol

An ambulance is a vehicle to transport sick or injured people to the hospital. The medical worker in the ambulance can temporarily assist the patient, but it is the responsibility of the doctor to examine the patient.

救護車是運送病患者或受傷者往醫院的車輛。救護車內的醫護人員可暫時幫助病人，但檢查病人還是由醫生負責。

Jannie

I must go and get the First Aid Kit now.

我現在必須去取急救箱。

Lily

Are you sure?

你肯定可以取到嗎？

Jannie

Yes.

是。

Lily

We not only have to do our job but we should make sure we understand proper safety procedures at work.
我們不僅要做工，而且應肯定我們明白在工作地方應遵循的正確安全步驟。

Carol

And do try to remember them all, because they may help you in handling emergencies. By the way, I know you were looking for me. How can I help you?
你確是要設法記住它們，因爲它們可以幫助你處理緊急事件。順提一句，我知道，你剛才找我，我能幫你做甚麼呢？

Lily

Oh, it's about a party for Tom's birthday.
噢，是關於湯姆的生日聚會。

Hostess

Did you learn about work safety from Lily and Carol? Alright! It's time to review today's topic.
你是否向莉莉和卡羅爾處學到有關工作安全的問題了？好了！現在該複習今天學的題目了。

Hostess

What is this?
What is it used for?
這是甚麼？
它有甚麼用途？

Hostess

Yes, this is a fire exit.
This is the safety exit when there is a fire.
對，這是火警出口。
這是火警時的安全出口。

Hostess

What is this?
What is it used for?
這是甚麼？
它有甚麼用途？

Hostess

Yes, this is a fire stairway.
This is the safety stairway that you use when a fire occurs.
對，這是火警樓梯。
這是火警發生時你使用的安全樓梯。

Hostess

What is this?
What is it used for?
這是甚麼？
它有甚麼用途？

Hostess

This is a fire extinguisher.
It is used to put out small fires.
這是滅火器。
它用來撲滅小火。

Hostess

What are they doing?
Why is it important to practice this?
他們正在做甚麼？
爲甚麼這種練習重要？

Hostess

This is a fire drill.
It is important because it allows workers to become familiar with fire safety procedures.
這是火警演習。
它重要，因爲它使工人熟悉火警安全步驟。

Hostess

What is this?
What is it used for?
這是甚麼？
它有甚麼用途？

Hostess

This is an ambulance
It is used to transport sick or injured people to the hospital
這是救護車。
它用來運送病患者或受傷者往醫院。

Hostess

Very good. In the next episode, we will discuss health at work. Thank you for watching this program. Bye for now!
很好。在下一集，我們將討論工作崗位的健康問題。謝謝收看本節目。再見。

TV Lessons - Test 19 (Episode 19)

I. Matching: Choose the Chinese definition in column "B" that corresponds to the English in column "A".

Column A		Column B
_____	1. Fire regulations	A. 急救箱
_____	2. Fire alarm	B. 火警演習
_____	3. Fire drill	C. 火警規則
_____	4. Special chemicals	D. 火警警報器
_____	5. First Aid Kit	E. 特別的化學物

II. True or False?

_____ 1. In case a fire breaks out, you should take an elevator to leave the building quickly.

_____ 2. You should not put anything in front of the fire exits because that is dangerous.

_____ 3. If a seamstress sews through her finger, she should call "911" immediately.

_____ 4. A fire extinguisher can be used to put out not only a small fire but also a large fire.

_____ 5. When a worker has a heart attack at workplace but you can't handle it, you should call an ambulance for assistance.

EPISODE 20 "Health at Work"
第二十集　　工作的健康問題

Hostess

Good evening! This is Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. In this episode, we are going to learn about the importance of health at work. Now, let's look at the vocabulary first.

晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。在這一集，我們將學習工作健康問題的重要性。現在，讓我們先看看詞彙。

Health	健康
Carpal Tunnel Syndrome	手腕中樞神經併發症
Stress	壓力
Safety Mask	安全面罩
Headache	頭痛
Backache	背痛
Pain	疼痛
Disability	傷殘/殘疾
Accident Report	意外事件報告
First Aid Kit	急救箱
Ventilation	通風

Let's listen and repeat the vocabulary.
(refer to the above vocabulary.)
讓我們聽並重複詞彙。
(請參考以上詞彙。)

Now, please listen to the conversation between Carol and Jannie. I believe they are talking about health at work. Let's turn into it now!
現在，請聽卡羅爾和珍妮的談話。我相信她們正在談論有關工作上的健康問題。現在讓我們轉向她們的談話內容。

Carol

What's up, Jannie?
怎麼啦，珍妮？

Jannie

I have a headache! It's killing me!
我頭痛！真是痛得要命！

Carol

Come with me. Take some pain relief medicine. It may help you feel better.
跟我來。服一些止痛藥。它會使你感到好些。

Do you feel better now?
Do you feel under pressure to work fast or do you get bored at work? Both of them can cause stress and headache.
你現在覺得好些了嗎？
你在趕工時是否感到有壓力或對工作感到煩悶？這兩者都會給你帶來壓力和引起頭痛。

Jannie

I don't know. I just couldn't sleep the last couple of nights. Today, the noise of the sewing machine irritated me.
我不知道。前幾晚我怎麼都睡不著。今天，縫紉機發出的聲音使我感到不適。

Carol

Why couldn't you sleep?
你爲甚麼睡不著？

Jannie

I feel my hands and wrists are very weak and they tingle from time to time. It gets worse at night.
我覺得雙手和手腕軟弱無力並有間歇性刺痛感。晚上情況更加糟糕。

Carol

I think it might be Carpal Tunnel Syndrome. Do you know what Carpal Tunnel Syndrome is?
我想可能是手腕中樞神經併發症。你知道手腕中樞神經併發症是甚麼嗎？

Jannie

Carpal Tunnel Syndrome?
手腕中樞神經併發症？

Carol

It's an inflammation of your wrist that damages your nerves. It is caused by repeating the same hand movements over and over again.
它是一種手腕關節炎症，會影響神經系統。它是由手部不斷重複同一個動作所致。

Jannie

Is it serious?
是不是嚴重？

Carol

Yes, it is. It can cause permanent disability. But if you catch it in time, a doctor can treat you successfully. So I suggest that you see a doctor immediately.
是。它可以導致永久性殘疾。但如果及時發現，醫生可以成功地替你醫治。所以我建議你立刻去看醫生。

Jannie

It sounds terrible! Can it be prevented?
聽來真可怕！它可以預防嗎？

Carol

Certainly. Carpal Tunnel Syndrome can be prevented if your machine has a different design or if the movements of your job are changed, so there is less stress on your body.
當然可以。如果你的機器的設計不同，或者你工作的動作經常變換，你身體的壓力便可減少，那麼手腕中樞神經併發症便可以預防。

Jannie

I think it's crucial for all workers to know that. I feel better now! I should go back to work.
我認爲讓所有工人知道這一點很重要。現在我覺得好些了！我該繼續工作了。

Carol

Why don't you see the doctor now? You can take sick leave for half a day.
爲甚麼你現在不去看醫生？你可以請半日病假。

Jannie

Thank you very much!
多謝你！

Carol

Wait a second! You should wear a safety mask when you are unpacking the fabric from the plastic bags.
等一等！當你打開塑膠袋取出布料時，你應該戴上面罩。

Anna

Why do I need a safety mask?
爲甚麼我需要戴安全面罩？

Carol

Because it's harmful to your health to breathe the air that is released from the bags when you open them. The chemical inside can cause breathing problems, lung diseases, and cancer. Formaldehyde is one toxic chemical that may be found in most fabrics and is released into the air as fumes. These fumes are especially dangerous. However, good ventilation helps.
因爲當你打開塑膠袋時，袋內發放出的氣體對你的身體有害。袋內的化學物品會導致呼吸出現問題，肺部疾病和癌症。甲醛是一種有毒的化學物質，大多數的布料中均可發現，它會釋發出有強烈氣味氣體。這些氣體特別有害，然而，良好的通風設備會有幫助。

Look! All the windows are closed. No wonder the air here is so stuffy. You should keep the windows open for fresh air. Let's go and open the windows.
看！所有窗門都關著。怪不得這裡的空氣這麼悶。你應該打開窗使新鮮空氣流通。讓我們打開窗。

Carol

What's the matter with you?
你怎麼啦？

Anna

My back is aching. I'm trying to relieve the pain by hitting it.
我的背部痛。我試捶捶它來緩解背痛。

Carol

Well! Sitting in the same position for a long period can lead to lower back pain.
唔！以同一姿勢坐的時間太長會引起背下半部疼痛。

Anna

But how can I avoid it? I have to sit and sew for about 7 hours a day.
但我怎樣才能避免呢？
我每天需要坐著車衣大約七個小時。

Carol

Proper posture with good chair support helps reduce the pressure on the spine. So try to adjust your working position slightly during your shift.
正確的坐姿及椅子的支撐力好可以幫助減少脊椎骨的壓力。
所以你在工作時間內試試稍微調整你工作的姿勢。

Anna

What do you mean by adjusting my working position?
你說調整我工作的姿勢指的是甚麼？

Carol

For example, alternate sitting and standing whenever possible or at least get up and stretch periodically.
例如，儘可能坐和站交替進行或至少每隔一段時間站起來，伸展四肢。

Anna

My chair is so uncomfortable. Can the Union do anything to help?
我的椅子坐得十分不舒服。工會可幫得上忙嗎？

Carol

As a matter of fact, yes. The Union has a special program to help shops pay for newer and better chairs. The new chairs are designed to reduce workplace injuries.
事實上，可以。工會有特別的計劃可幫助衣廠購買更新和更好的椅子。這些新椅子是設計來減少工作上的受傷。

Anna

That's great! Maybe our boss should take advantage of this program.
那太好了！也許我們的老闆應充分利用這個計劃。

Carol

Hi, Tai Ming, I see you sweat a lot. Are you very hot?
嗨，大明，我看到你流很多汗。你是不是很熱？

Tai Ming

Yes! I am very hot and tired, too. But I still have a lot to do before 7 pm today.
是！我很熱，也很疲倦。但是今晚七時前我仍有很多工作要做。

Carol

I think we don't have enough fresh air here. It's too hot and stuffy. That's why you have sweated a lot. I am hot here, too. You should keep a good ventilation system in your area. It's also important that you drink water regularly to avoid dehydration as you always press garments on a hot buck press.

我覺得我們這裡沒有足夠的新鮮空氣。這裡太熱和悶。那就是你出很多汗的原因。我在這裡也感到熱。你應在你的工作場地保持好的通風系統。定時飲水以防止脫水也重要，因爲你總是用熱燙衣機燙衣服。

Hostess

Well, I hope you all take good care of your health in your workplace! When you have good health, you can enjoy life and make more money. Now, let's review what you have learned today.

好，我希望你們大家在工作場地好好照顧你們的健康！當身體健康時，你才能享受生活和賺更多錢。現在，讓我們復習今天所學的內容。

What's the matter with her?
她有甚麼毛病？

She has a headache.
她頭痛。

What's the matter with her?
她有甚麼毛病？

She has a backache.
她背痛。

What's the matter with her?
她哪裡不舒服？

She suffers from Carpal Tunnel Syndrome.
她患了手腕中樞神經併發症。

Hostess

What is this?
這是甚麼？

This is a safety mask.
這是安全面罩。

What is this?
這是甚麼？

This is a First Aid Kit.
這是急救箱。

Excellent! Please try to memorize what you've learned in this lesson. I hope it's really useful to all of you! Thanks for watching our program. I'll see you in the next episode. Good-bye!
非常好！請試記住本集你所學的內容。我希望它確是對你們有用！謝謝收看我們的節目。我將在下一集再與你們見面。再見。

TV Lessons - Test 20 (Episode 20)

I. Matching: Choose the Chinese definition in column "B" that corresponds to the English in column "A".

	Column A	Column B
_____	1. Health	A. 止痛藥
_____	2. Accident report	B. 健康
_____	3. Take sick leave	C. 意外事故報告
_____	4. Pain relief medicine	D. 預防疾病
_____	5. Prevent a disease	E. 請病假

II. Multiple choice.

1. Repeating the same hand movements over and over again may cause _____ .
   A) headache B) lung disease C) Carpal Tunnel Syndrome
2. If you feel under pressure to work fast, you will get _____ .
   A) disability B) stress C) an inflammation of your wrist
3. You should wear _____ when you are unpacking the fabric from the plastic bags because the chemical inside can cause breathing problems, lung disease and cancer.
   A) a safety mask B) a uniform C) a pair of glasses
4. You can _____the lower back pain if you alternate sitting and standing whenever possible or at least get up and stretch periodically.
   A) suffer from B) increase C) avoid
5. If you want to have enough fresh air at the workplace, what you need most is _____ .
   A) drinking water B) good ventilation C) comfortable chairs

EPISODE 21 "Workers' Benefits"
第二十一集　　工人的福利

Hostess

Good evening! This is Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. In this episode, we will learn workers' benefits. And now, let's start with the vocabulary first.
晚安！我是麗塔．希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。在這一集，我們將會介紹一些關於工人福利的資料。現在，首先讓我們由詞彙開始。

Workers' Compensation Benefits	工人的補償福利
Disability	傷殘
Medical Expenses	醫療費用
Re-training	再訓練
Rehabilitation	康復
Fringe Benefits	額外福利
Sick Leave	病假
Education	教育
Life Insurance	人壽保險
Health Insurance	健康保險
Paid Vacation	有薪假期
Maternity Leave	分娩假期
Child Care	兒童保健
Pension Plan	養老金

Okay, let's repeat the vocabulary.
(refer to the above vocabulary.)
好了，讓我們重複詞彙。
(參考以上詞彙。)

Hostess

This is the vocabulary about workers' benefits. Now it's time to see Jannie and Anna. Let's see what they are doing today.
這是關於工人福利的詞彙。現在將時間交給珍妮和安娜。讓我們看看今天她們正在做甚麼。

Jannie

Good morning, Anna, how are you today?
早晨，安娜，今天你好嗎？

Anna

Fine, Jannie, I feel better now. I went to the doctor yesterday. He gave me some pills.
好，珍妮，我現在覺得好些了。昨天我去看醫生。他給我一些藥丸。

Jannie

That's good! Have you got the medical statement and the bill? I think the company needs a record of your injury.
那很好！你有沒有取回你的醫療報告和收據？我想公司需要你受傷的記錄。

Anna

I have it, but why do you need it?
我有，但爲甚麼你需要它呢？

Jannie

For claiming your pay for the time you were out at the doctor's office. Do you know about sick pay?
它可用來要求發還給你去看醫生時的工資的根據。你知道關於有薪病假的規定嗎？

Anna

What's that?
那是甚麼？

Jannie

This company allows a worker to be paid for time off to see the doctor or when you are out sick. But you need a doctor's note or bill as proof.
當一個工人看醫生或你生病不能工作時，該公司會照發工資。但是你必須提供醫生的便條或收據以作證明。

Anna

Really? That is a great benefit!
真的？那真是太好的福利！

Jannie

Do you know about Worker's Compensation Benefits?
你是否知道有關工人的補償福利呢？

Anna

No
不知道。

Jannie

My supervisor told me that if you get sick or hurt at work, and you lose time at your job, you can still get paid. It is an insurance coverage that the employer must have. But you must make an application and sometimes you need a lawyer to handle your case.
我的主管告訴我如果你病了或因工受傷而不能上班，你仍然會獲得工資。那是僱主爲僱員提供受保的保險項目。但你一定要填申請表格，有時你需要找律師幫你處理你的案件。

Anna

Oh, I know that workers who are totally disabled or partially disabled can collect their lost wages and medical expenses.
噢，我知道因工受傷致完全或部份殘廢的工人可取回他們所損失的工資及醫療費用。

Jannie

Exactly. And we have re-training and rehabilitation benefits too.
對的。同時我們有再訓練和康復的福利。

Anna

What are re-training and rehabilitation benefits?
甚麼是再訓練和康復福利呢？

Jannie

If you cannot return to your previous job because of injury or illness, you may be entitled to payment for re-training and for rehabilitation.
如果你因爲受傷或疾病而不能回到你以前的工作崗位，你可以有資格獲得再訓練和康復的賠償。

Anna

I see.
我明白。

Jannie

The company may provide many different kinds of fringe benefits for full-time workers too. Some are required by law, but others depend on the company.
公司也可提供許多不同的額外福利給全職工人。有些福利是法律要求的，但有些則根據公司而定。

Anna

I thought I heard that during the interview. But I almost forgot about it.
我想起來了，我在面試時曾聽說過此福利。但我差不多忘記了。

Jannie

Do you remember what kind of insurance we have got?
你是否記得我們有哪一種保險？

Anna

Some of it.....
記得一些.....

Jannie

Well. The most common ones are health insurance, life insurance and disability insurance. The law requires certain benefits like workers' compensation, disability, unemployment insurance, social security, decent health and safety conditions at work.

唔。最普遍的是健康保險，人壽保險和傷殘保險。法律要求幾種福利，例如工人的補償，傷殘，失業保險，社會安全金，以及工作場地具備適宜健康及安全的條件。

Anna

I see. But a..... you know, we just come to work and we usually don't care about such things.

我明白了。但是.....你知道，我們只來工作，通常不關心這些問題。

Jannie

Actually, all the fringe benefits are listed in our company contract.

事實上，所有額外的福利都列明在我們公司的合約上。

Anna

I knew I have paid vacation. I am planning to take a week off to go to Florida.

我知道我享有有薪假期。我正在計劃拿一週假期到佛羅里達州。

Jannie

But you have to wait five more months. Because paid vacation is only offered one year after you are hired, do you remember?

但你需要再等五個月。因爲你必須在被僱用一年後才能得到有薪假期，你記得嗎？

Anna

Oh no! Then how about the sick day and personal day?

噢不！那麼病假和事假怎麼規定呢！

Jannie

That depends on each company's policy. In this company, those benefits are offered from the first day you work.
那取決於每間公司的政策。在這間公司，以上那些福利是由你第一個工作日起便可獲得。

Anna

My friend told me she hasn't gotten a paid sick day in her factory. Is that against the law?
我的朋友告訴我她的工廠沒有給她有薪病假。那是否違反法律呢？

Jannie

No, I don't think so. I think this is an agreement between her and her company. Sick days, personal days and health insurance are not required by law.
不，我想不是。我想這是她與她公司之間的協議問題。法律並不要求每間公司都提供病假、事假和健康保險。

Anna

I see.
我明白了。

Jannie

Anna, do you plan to get married and have a baby?
安娜，你有沒有計劃結婚和生孩子？

Anna

Not yet. Why do you ask me that?
還沒有。你爲甚麼問我這個問題？

Jannie

I just want to tell you about maternity leave and child care benefits.
我只想告訴你有關分娩假期和兒童保健福利。

Anna

Right! These are very important for female workers.
對！這些對女工來說很重要。

Jannie

Some companies will pay workers for a certain period while the worker is at home with her newborn child.
當女工留在家中照顧她的新生嬰兒期間，有些公司仍會發給她一段時間的工資。

Anna

Oh, yes. Mrs. Willy told me that her company pays for part of the child care fee too.
噢，是的。威利太太告訴我她的公司還付給她兒童保健的部份費用。

Jannie

These policies can boost workers' morale. And there is one type of benefit you should know about — your pension plan.
這些政策可提高工人的士氣。還有一種福利你應該知道——你的養老金計劃。

Anna

I think that is the money that the company sets aside for us to collect when we retire.
我想那是公司爲我們儲存的錢，當我們退休時可取回。

Jannie

Right! Some of the money comes from the government's Social Security Administration, and sometimes a company or union has its own retirement or pension benefit.
對！這筆款有些是來自政府的社會安全局，有時公司或工會有他們自己的退休或養老金福利。

Anna

Good! Are you hungry? Let's go get something to eat.
好！你肚子餓嗎？讓我們去買些東西吃。

Jannie

Okay!
好的！

Hostess

I hope you have a basic understanding of workers' benefits because they're important for every worker. Okay! Let's answer the following questions.
我希望你們對工人的多種福利有基本認識，因爲它們對每一個工人都是非常重要。好！讓我們回答以下的問題。

1) Does your job give you any fringe benefits?
你的工作是否提供給你額外的福利？
Yes, my job gives me some fringe benefits.
是，我的工作可提供給我一些額外的福利。

2) What are the examples of fringe benefits?
額外福利的例子是甚麼？
They are medical insurance, paid vacation, life insurance and pension.
它們是醫療保險，有薪假期，人壽保險和養老金。

3) If you give birth to a baby, what kind of leave should you take?
如果你生孩子，你應該拿甚麼假期？
I should take maternity leave when I give birth to a baby.
當我生孩子時我應該拿分娩假期。

4) If you are ill, what kind of leave should you take?
如果你生病，你應該拿甚麼假期？
I should take sick leave when I am ill.
當我生病時我應該拿病假。

Hostess

Try to remember all these. And you can discuss them with your coworkers too. I hope you enjoyed watching this program. Good-bye!
試試記著這些。同時你也可以和你的同事討論。我希望你喜歡收看本節目。再見！

TV Lessons - Test 21 (Episode 21)

I. Matching column "B" to column "A":

Column A	Column B
___ 1. Maternity leave	A. It is a day that you take off due to your illness.
___ 2. Sick day	B. The company sets aside the money which you can collect when you retire.
___ 3. Personal day	C. You get paid when you take leave to enjoy yourself.
___ 4. Pension	D. The company pays you for days off that you can take to handle your personal affairs.
___ 5. Paid vacation	E. The company gives you time off when you have a newborn baby.
___ 6. Unemployment insurance	F. It is a policy that will provide money for your beneficiary if you die.
___ 7. Workers' Compensation Benefits	G. You get paid when you are laid off by the company.
___ 8. Life insurance	H. You get paid when you are hurt in the workplace.

EPISODE 22 "Workers' Rights"
第二十二集　　工人的權利

Hostess

Good evening! This is Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. In this episode, we will learn about workers' rights. And now, let's start with the vocabulary first.

晚安！我是麗塔．希金斯。謝謝你收看在職英文班節目。本節目是由華埠人力中心所提供。在這一集，我們將學習有關工人的權利。現在，讓我們先由詞彙開始。

Hostess

Legal Rights	合法的權利
Workers' Rights	工人的權利
Contract	合約
Unemployment Insurance	失業保險
The Right to a Safe Workplace	要求安全的工作場地之權利
Minimum Wage	最低工資
Sexual Harassment	性騷擾
Discrimination	歧視

Hostess

All right. Let's listen and repeat the vocabulary.
好的。讓我們聽聽及重複詞彙。

Hostess

Here is the vocabulary about workers' right. Let's listen to what Jannie and Anna are talking about.
這是有關工人權利的詞彙。讓我們聽聽珍妮和安娜在談論些甚麼。

Anna

I heard some workers were paid lower than the minimum wage. What can they do about it?
我聽說有些工人的工資低於最低工資。對此問題，他們能做些甚麼呢？

Jannie

I understand that the union can help them because unions are organizations that bargain with employers on behalf of workers and their rights. Besides, the local and federal labor departments can enforce minimum wage laws.
我明白工會可幫助他們，因爲工會是爲工人及他們的權利而與僱主談判的機構。此外，本地和聯邦勞工部門可以加強實施最低工資的法律。

Anna

But, how do they work?
但是，他們怎樣做呢？

Jannie

Sara told me that each union has a contract which is signed by the union and the employer.
莎拉告訴我，每一個工會都有一份由工會與僱主共同簽署的合約。

Anna

So it can guarantee workers' wages, paid vacations, holidays, insurance and pensions.
因此該合約可保證工人的工資，有薪假期，有薪公眾假期，保險和養老金。

Anna

I remember that last time when I was laid-off from my job, I went to the Office of Unemployment Insurance to claim some money.
我記得上次當我被裁退時，我去失業保險辦公室申領一些錢。

Jannie

Right, that is unemployment insurance. The benefits will be about half of your average weekly wage.
對，那是失業保險金。這福利將是你平均週薪的一半。

Anna

That's very helpful!
那非常有幫助。

Jannie

Under the law, all workers have the right to work in a safe workplace. So I always ask the cleaner to move the boxes away from the fire exit.
法律規定，所有工人有權利要求在安全的工作場地做工。因此我總是要求清潔工人搬走放在火警出口的箱子。

Anna

That explains why I sometimes saw the inspector coming to check our factory.
那說明爲甚麼我有時看到檢查員來檢查我們的工廠。

Jannie

Right! My evening teacher told me that federal laws also protect employees against unfair treatment from being harassed.
對。我夜校的老師告訴我聯邦法律也會保護僱員免受不公平待遇及免受騷擾。

Anna

My friend Sandy told me that she felt she was being sexually harassed by her boss. What can she do?
我的朋友仙蒂告訴我她認爲她的老闆對她進行性騷擾。她能怎樣處理這個問題呢？

Jannie

Different people have different ideas about what kinds of sexual remarks are acceptable. Did she tell you what happened?
對性的解釋有多種說法，究竟哪一種可被接受，不同的人有不同的看法。她有沒有告訴你發生了甚麼事？

Anna

No, she didn't.
沒有，她沒有說。

Jannie

From what I learned from my class, I think she should file a complaint with the EEOC.
根據我在班上所學來說，我想她應該向 EEOC 投訴。

Anna

What is the EEOC?
EEOC 是甚麼？

Jannie

It's the federal Equal Employment Opportunity Commission.
它是聯邦受僱機會平等委員會。

Anna

But she was afraid that the boss would fire her.
但她害怕老闆會解僱她。

Jannie

Under the law, workers have freedom from sexual harassment. If it has been verified, the court may demand the employer to correct the misconduct and pay the worker compensation.
根據法律，工人有免受性騷擾的自由。如果被證實，法庭可要求僱主糾正其不規矩行爲，並須支付工人金錢以作補償。

Anna

That's right.
那是對的。

Jannie

Anna, do you know what kind of discrimination at work is against the law?
安娜，你是否知道在工作中哪一種歧視是違反法律的？

Anna

Let's say an Asian American has worked with a company for 10 years. During those 10 years, his supervisor only promoted less experienced European Americans instead of the experienced Asian American. I think that is discrimination.
讓我們舉個例子。一個美籍亞裔在一間公司工作了十年。在這十年期間，他的主管只提升經驗不足的美籍歐裔而不提升經驗豐富的那位美籍亞裔。我想那就是歧視。

Jannie

Right, that is racial discrimination.
對，那是種族歧視。

Anna

If an employer won't hire me just because he thinks women are unreliable employees, I feel that is discrimination, too.
如果僱主認爲女人是不可信任的僱員，並僅以此爲理由而不僱用我，我覺得那也是歧視。

Jannie

Right, that is sexual discrimination. Actually, discrimination may include national origin, age, sex, religion, marital status or handicaps.
對，那是性別歧視。事實上，歧視可以包括原國籍，年齡，性別，宗教，婚姻狀況或傷殘。

Anna

Oh, yes! Fortunately, I have never been discriminated against so far.
噢，是的！幸運的是到目前爲止我從沒有被歧視過。

Jannie

It's very important to know our rights. We have the right to complain if something is wrong.
了解我們的權利是非常重要的。如果出現問題，我們有權利投訴。

Anna

I agree.
我同意。

Hostess

I hope you have a basic understanding of workers' rights. They're all very important for you to know. Okay! Can you answer the following questions?
我希望你對工人的權利有基本的理解。那對你非常重要。好，你會回答以下的問題嗎？

1)What benefits can you get if you are laid off?
如果你被裁退,你可以得到甚麼福利？
I can get Unemployment Insurance Benefits if I am laid off.
如果我被裁退，我可以領取失業保險金。

2)What problem is it if you are not promoted just because you are an Asian American?
如果你只因爲是美籍亞裔而不被提升，那是甚麼問題？
That is a problem of racial discrimination.
那是種族歧視問題。

3) What may be factors of discrimination?
歧視的因素可以指甚麼？
Factor of discrimination may be sex, age, religion, marital status, national origin or handicaps.
歧視的因素可以是性別，年齡，宗教，婚姻狀況，原國籍或傷殘。

4) What does EEOC stand for?
EEOC 代表甚麼?
EEOC stands for Equal Employment Opportunity Commission.
EEOC 代表受僱機會平等委員會。

Hostess

Try to remember all these. This can help you understand your basic rights as a worker. I hope you enjoyed watching this program. I'll see you in the next episode. Good-bye.
試試記著這些。這可以幫助你明白作爲一個工人，你應享有的基本權利。我希望你喜歡收看本節目。我將會在下一集再同大家見面。再見。

TV Lessons - Test 22 (Episode 22)

I. Fill in the blanks with the following words:

A) racial discrimination B) contract C) right D) EEOC
E) unemployment insurance

1. If an employer doesn't hire you just because you are a woman, you can file a complaint with _____
2. You can get _____ benefits when you are laid off by your company.
3. You are not promoted only because you are an Asian American. That is a problem of _____.
4. A _____ signed by the union and the employer can guarantee workers' wages, paid vacations, holidays, insurance and pensions.
5. Your supervisor should not ask you to put anything in front of the fire exit, because under the law, all workers have the _____ to work in a safe workplace.

II. Answer the following questions:

1. What department of the government can enforce minimum wage laws?
2. How much can you claim from the Office of Unemployment Insurance when you are laid off?
3. What was the minimum wage by law before October 1, 1996?
4. What does EEOC stand for?
5. What may discrimination include?

EPISODE 23 "READING A PAY STUB"
第二十三課　　閱讀支票存根

Hostess

Good evening, I'm Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we'll learn about different ways you get paid for your work. We'll also take a close look at a pay stub. But first, let's begin by learning the new vocabulary.

晚安！我是麗塔·希金斯。謝謝你收看在職英文班節目。本節目是由華埠人力中心所提供。今天，我們將學習有關領取工資的不同方法。我們也會看看支票存根。但首先，讓我們由學習新字彙開始。

Pay stub. Every paycheck has a part attached to it called the "pay stub". The pay stub has information about the amount of your pay and the deductions you must pay for taxes and government benefits.

支票存根。每一張工資支票有一連著部份稱「支票存根」。支票存根上有你的工資數目和扣除你需繳的稅及政府福利金。

Regular hours. Regular hours refer to the number of hours you normally work, up to 40 hours per week.

規定工時。規定工時是指你正常的工作時數，每週最多達 40 小時。

Overtime. Overtime refers to the number of hours you work beyond your regular hours. By law, workers should receive one and a half times their normal hourly wages when they work more than forty hours in a week.

超時。超時是指你在規定工作時數以外的超時數。法律規定，當工人每週工作超過40小時他們就應該得到每小時工資率的一倍半工資。

O.T. is the abbreviation for overtime.

O.T. 是超時的簡稱。

Holiday Pay. Some workplaces pay workers even when they take a day off for a public holiday that falls during the regular work week. Sometimes, workers get extra pay at a higher rate when they work on a holiday.
假期薪金。當公眾假期正值規定工作週內，工人放假時有些工廠照常支付假期薪金給工人。有時，工人在假期工作可得到較高工資率的額外薪金。

Gross Pay. Gross pay is your total pay including regular hours, overtime, and holiday pay. It's the total amount of money earned before government deductions.
扣稅前收入。扣稅前收入是指你的總收入，包括規定工時，超時，和假期薪金。它是扣除政府減項前你收入的總數。

Deductions. Deductions are the different amounts that are taken out of your gross pay including taxes and social security, and sometimes other benefits such as union dues.
減項。減項是從你的扣稅前收入扣除的不同數目，包括各項稅和社會安全稅，有時包括其他福利費用，例如工會費。

FICA. It is the deduction taken to pay for social security benefits. Anyone who works and pays social security taxes will receive some monthly pay after retirement.
社會安全稅。它是扣除來繳社會安全福利金的稅。任何有工作和交社會安全稅的人在退休之後每月將得到一些社會福利金。

Federal. This stands for federal income taxes withheld. Federal income taxes are the amount taken from your check to pay taxes to the United States government.
聯邦。這代表扣留的聯邦收入稅。聯邦收入稅是從你支票中扣除繳稅給美國政府的數目。

State. This stands for state income taxes. This deduction goes for taxes to the state you live in.
州。這代表州收入稅。這減項是繳稅給你居住的州。

City. This stands for city income taxes. This deduction goes for taxes to the city you live in.
市。這代表市收入稅。這減項是繳稅給你居住的城市。

Disability. Disability is a contribution for a fund that provides some money to employees who are injured or who become too sick to work.
傷殘保險費。傷殘保險費是一項基金。它用來補償受傷或因病不能工作的僱員。

DBL. It is the abbreviation for disability.
DBL。它是傷殘保險費的縮寫。

Net pay. Net pay is the amount of pay you keep after all the deductions have been taken away from your gross pay.
淨收入。淨收入是從扣稅前收入中減去有所有減項後你得到的收入數目。

Current. Current means happening now. On the pay stub, numbers listed under "current" apply to the check you have just received.
現時。現時指的是現在正發生。在支票存根，列在「現時」之下的數目是你剛收到的支票。

Year to date. This is where you can see the total amount of gross pay you have made and the total amount of deductions you have paid since you started working within the calendar year.
本年度至今。從這裡你可看到本年度內自你開始工作以來所賺的扣稅前收入總數和你繳各減項後所扣除的總數。

YTD. It is the abbreviation for Year to Date.
YTD。它是本年度至今的縮寫。

Fixed Rate. Fixed rate means your employer has agreed to pay you a set amount for the year. The amount is divided by the employer and you receive a check either weekly or bi-weekly.
固定薪率。固定薪率指的是你的僱主同意在一年內付給你的工資數目。僱主根據年薪計算出固定薪率。你每週或每兩週可收到一張支票。

Piece rate. Piece rate means you are paid according to how many pieces of work you finish.
按件受薪。按件受薪指的是按你完成的件數而受薪。

Minimum wage. Minimum wage is the lowest amount the federal government allows employers to pay workers for one hour of work.
最低時薪。最低時薪是聯邦政府准許僱主給予工人一小時工作的最低工資數目。

Now, let's listen and repeat this new vocabulary.
現在讓我們聽聽和重複這些新的詞彙。

Let's listen to Carol and Anna talk about paychecks.
讓我們聽聽卡羅爾和安娜有關工資支票的對話。

Anna

Carol!
卡羅爾！

Carol

Hi, Anna. How are you?
嗨，安娜。你好嗎？

Anna

I'm looking for you.
我正在找你。

Carol

Oh? What's up?
噢？甚麼事？

Anna

It's about my paycheck. When I see my gross pay, I feel happy, but the net pay is so much less.
是關於我的工資支票。當我看到我的扣稅前收入時，我感到開心，但淨收入卻少了很多。

Carol

I know. There are a lot of deductions — money taken out of your gross pay that goes to taxes. Is your salary based on piece rate or hourly wage?
我知道。有很多減項從扣稅前收入中扣出來繳稅。你的工資是計件或是計時？

Anna

I am getting paid by the hour.
我是計時受薪。

Carol

So, you get an hourly rate or as some people say an hourly wage — same thing.
所以，你有時薪率或正如人們所說計時受薪 —— 兩者相同。

Anna

Actually, I'm getting minimum wage. How do you get paid?
事實上，我領取最低工資。你是怎樣受薪的？

Carol

I get a fixed rate.
我按固定率受薪。

Anna

What's that?
那是甚麼？

Carol

My employer and I have agreed on a set amount that I will make for the year. I receive my check bi-weekly, you know, every two weeks. On the first job I ever had, I was paid by piece rate.
我的僱主和我均同意我在一年內將得的工資數目。我兩星期收一張支票，你知道，即是每兩星期一次。我的第一份工作是計件受薪的。

Anna

But I heard you can make more money getting paid by piece rate, especially if you can take work home.
但我聽說計件受薪你可賺多些錢，尤其是如果你可把工作帶回家做。

Carol

Do you have one of your pay stubs with you?
你有沒有帶你的一張支票存根？

Anna

Yes.
有。

Carol

Let's take a few moments to look at your deductions.
讓我們用幾分鐘看看你所扣除的項目。

Carol

Let's say these ten one-dollar bills are your gross pay. That is all the money you normally make plus any overtime.
讓我們舉例。這十張一元鈔票是你的扣稅前收入。那是你正常工作加上超時所得的錢。

Anna

I think I understand. Some are for federal income taxes.
我想我明白。有些是繳聯邦收入稅的。

Carol

Right, federal income taxes go to the United States government.
對，聯邦收入稅是繳給美國政府的。

Anna

Some come out for state income taxes to pay the state government, and some come out for city income taxes. What's this DBL?
有些是繳給州政府的州收入稅，而有些是繳市收入稅。DBL是甚麼？

Carol

DBL is short for disability. It's a contribution for a fund that can help you with some pay if you are unable to work for a long time due to illness or injury.

DBL 是傷殘保險費的縮寫。它是一項累積儲存的基金。如果你因病或受傷而長期不能工作，它能支付你一些錢。

Anna

Also, there's some taken out for my union dues.

同時，有些是用來交我的工會費的。

Carol

Don't forget the deduction for FICA. That's 6.2% of your gross pay. It's for social security.

別忘記社會安全稅的減項。那是你扣稅前收入的6.2%。它是交給社會安全局的。

Anna

Here's another deduction. Medicare. But I'm too young to get Medicare.

這是另一減項。醫療保險。但我太年輕還不能得到醫療保險。

Carol

Everyone who works pays so that elderly people can get Medicare.

每一個有工作的人繳稅所以老人可以取得醫療保險。

Anna

So what's left is my net pay.

因此，所剩餘的就是我的淨收入。

Carol

Yes, that's what they call your "take home pay". This is what you really get to keep. See where it says YTD? That stands for Year To Date. When you look at that part of your pay stub you can see the total amount of taxes you paid since you started working this year.
對，那就是人們所說的你「帶回家的錢」。這是你真正賺取的錢。看，那裡寫著YTD？它代表今年至現在。當你看到你的支票存根的那一項時，你可看到本年度內從你開始工作至今你所繳的稅的總數目。

Anna

Now, I understand what all the deductions are.
現在，我明白所有減項指的是甚麼了。

Carol

Good!
很好！

Hostess

You can see that it's important to keep your pay stub. Talk to your supervisor if you think there is a mistake. Now, let's review the vocabulary and answer some questions.
你可知道保存你的支票存根是重要的。如果你認爲支票有錯誤，可與你的主管談談。現在讓我們重溫詞彙和回答一些問題。

1) What is this?
這是甚麼？

Yes, this is a pay stub.
對，這是一張支票存根。

2) What do you call the money that is taken from your pay to cover taxes?
從你的支票中扣除來繳稅的款項稱作甚麼？

Right. Deductions.
對。減項。

3) What does O.T. stand for?
O.T. 代表甚麼？

Yes, O.T. stands for overtime.
對，O.T. 代表超時工作。

4) What do you call your total pay before deductions?
減項前的總收入稱爲甚麼？

That's right. Your total pay before deductions is your gross pay.
對了。減項前的總收入是你扣稅前的收入。

5) What do you call the amount of pay that you get to keep?
你實際收入的數目稱爲甚麼？

Net pay is the actual amount you keep.
淨收入是你實際收入的數目。

6) What is the name for the deduction for social security?
繳社會安全的稅叫做甚麼？

The deduction for social security appears under the word FICA.
該減項在支票上以 FICA 字樣出現。

7) What does YTD stand for?
YTD 代表甚麼？

YTD stands for year to date.
YTD 代表本年度至今。

Hostess

Good. I hope you have an easier time reading your pay check now.
Thank you for watching this program. Good-bye!
好。我希望你現在閱讀薪金支票會覺得比較容易了。
謝謝收看本節目。再見！

TV Lessons - Test 23 (Episode 23)

I. Matching: Choose an answer from column B to match column A:

Column A	Column B
1. Gross pay	A. Different amounts taken out of your gross pay.
2. Net pay	B. The money paid for taxes to the state that you live in.
3. Deductions	C. The money paid by everyone who works so that elderly people can get paid for their medical expenses.
4. Federal income tax	D. The money you pay for social security and you will be entitled to the benefits after you retire.
5. State income tax	E. The total amount of money you earn before paying taxes.
6. Social security tax	F. The money you take home.
7. Medicare	G. The amount taken from your check to pay taxes to the United States government.

II. Answer the following questions:

1. What does each of the following abbreviations stand for?

FICA _____ DBL _____

YTD _____ OT _____

2. What is the percentage of your gross pay for the social security tax?

3. How do you get paid? By piece or by hour? What is your piece rate or regular hour rate?

EPISODE 24 "JOB SEARCH"
第二十四課　　尋找工作

Hostess

Good evening! I'm Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we are going to learn how to accomplish a job search. Now, let's start with the vocabulary first.
晚安！我是麗塔·希金斯。謝謝你收看在職英文班節目。本節目是由華埠人力中心所提供。今天，我們將學習如何尋找工作。現在，讓我們先由詞彙開始。

Help wanted ads	招聘廣告
Employment agency	職業介紹所
Personnel Department	人事部
Job application	工作申請
Resume	履歷表
Interview	面試
Employer	僱主
Employee	僱員

Let's repeat the vocabulary.
讓我們重複詞彙。

Hostess

Excellent! By the way, at this very moment, Carol, Jannie and Anna are discussing job search techniques. Let's see if they have any luck!
非常好！好了，在這時刻，卡羅爾，珍妮和安娜正在討論尋找工作的方法。讓我們看看她們是否有運氣！

Anna

Carol and Jannie, I have been a seamstress for two years and have improved my skills by taking evening classes in sewing and in English.
卡羅爾和珍妮，我做車衣女工已經兩年了。我通過修讀晚間課程來提高我的縫紉技術和英文水平。

Carol

You have accomplished a lot in such a short time. I'm so proud of you.
你在這麼短的時間內學了這麼多東西。我爲你感到很驕傲。

Anna

Thanks. With my improved skills, I am sure I could find a job with better pay but I'm not sure how to go about it.
謝謝。憑著我已提高的技能，我肯定我可以找到一份收入較好的工作，但我不知道怎樣去尋找。

Carol

Well, one way is to check the classified section of widely-read newspapers. You could also check "Women's Wear Daily" to see if they have a want ad.
唔，一個方法是看讀者多的報紙的分類廣告。你也可以查看「婦女時裝日報」是否有招聘廣告。

Anna

I have a newspaper right here. What are the most important things to look for when reading the want ads?
我這裡正好有一份報紙。看招聘廣告時最重要的是看甚麼內容？

Carol

Well, most employers will give either their company name or phone number or both.
唔，大多數僱主會刊登他們公司的名稱或電話號碼或兩者都刊登。

Anna

Why is that?
他們爲甚麼要那樣做？

Carol

Some employers want to screen applicants over the phone before interviewing them so the company may not be listed. Other companies will give an address and want you to go to them directly.

有些僱主想在面試前通過電話甄選申請者，所以沒有列出公司名稱。其他有些公司會給地址，要你去直接找他們。

Anna

I see. Look, some of these ads only have phone numbers but they list the salary.

我明白了。看這些廣告中有些只有電話號碼，但他們列明薪金。

Jannie

To save yourself some time and trouble, it's better to read through all the ads that relate to your job skills very carefully and circle the ones which you think are good.

爲了節省時間和減少麻煩，你最好仔細閱讀所有與你工作技能有關的廣告並圈出你認爲好的廣告。

Anna

I already did that, see? I found some sewer ads which interest me.

我已圈好了，看到嗎？我已找到了我感興趣的招聘車衣工人的廣告。

Carol

You should respond to the ads with the most information. For example, you can decide if the job is worth pursuing by the location and salary indicated.

你應該對提供最多資料的廣告作出反應。例如，根據所列的地點和薪金，你可決定該工作是否值得做。

Anna

Right! I don't want a job even for more money if I have to travel three hours to get there.

對！如果我需要花三個小時才能到達工作地點，即使可賺多些錢我也不要這工作。

Jannie

Which ad do you think is the best for you?
你認爲哪一則廣告對你最合適？

Anna

I like this ad. The job offers two dollars more per hour and it's not too far from my home. In fact, I called them this morning and left a message on their answering machine.
我喜歡這廣告。這工作每小時多付兩元，而它離我家不太遠。事實上，我今早已打電話給他們並在他們的電話錄音機留言。

Jannie

That's great, Anna! Have you done anything else to help increase your chances of finding a job?
那太好了，安娜！你有沒有作其他努力來增加尋找工作的機會？

Anna

Well, I check the bulletin board at the library every week and ask my night school teacher to check around for me.
唔，我每星期查看圖書館的佈告欄和請我的夜校老師幫我留意。

Carol

Your teacher would also be a great reference! Also, don't forget to ask your friends and relatives. They can introduce you to the right people sometimes. Just for fun, let's pretend I'm an employer and you're applying for a job.
你的老師也是你的理想推薦人！此外，不要忘記問你的朋友和親戚。他們有時也能把你介紹給合適的人。讓我們作個遊戲，我假裝做僱主而你正在申請一份工作。

Jannie

O.K.! Let's use this ad. Ring. Ring.
好的！讓我們用這廣告。鈴。鈴。

Carol

Hello, New Clothing Inc. May I help you?
你好，新時裝公司。我能幫你忙嗎？

Anna

Yes. I saw your ad in the newspaper for a sample hand and I would like to set up an appointment for an interview.
是。我看見你們登報招聘車樣板技師的廣告。我想要求安排面試時間。

Carol

First, do you have any experience in the garment industry?
首先，你是否有製衣行業的工作經驗？

Anna

I have one-year experience as a button hole machine operator and two years' experience as a seamstress.
我有一年做開鈕門工人的經驗和兩年做車衣女工的經驗。

Carol

That sounds good to me. Give me your name, and I'll arrange an interview for you this Friday at 3 p.m.
聽起來不錯。將你的名字給我，我將安排你星期五下午三點來面試。

Anna

My name is Anna Lau. Friday will be just fine. What should I bring with me?
我的名字是劉安娜。星期五可以。我該帶甚麼去面試？

Carol

Well, when you show up, we'll have you fill out an application form which will ask questions about your prior work history, so it's helpful for you to bring an updated resume and at least one or two good references.
唔，你來到時，我們將要你填一張申請表，詢問有關你以往的工作經歷。所以帶最新的履歷表和至少一或兩份推薦資料對你會有幫助。

Anna

Will I have to bring my social security card and proof of identification?
我需要帶我的工人証和身份証明嗎？

Carol

Probably not until you are hired. For now your resume and references will be fine.

在你被僱用前大概都不需要。現在有履歷表和推薦資料就行了。

Anna

Thank you. Good-bye! Hey, Carol, that was fun.

謝謝。再見！嗨，卡羅爾，那真有趣。

Carol

Yes, and practicing gives you self-confidence.

是的，練習會給你自信心。

Anna

My other friend mentioned that I should check the school career centers and government offices.

我的其他朋友提過我應查看學校職業中心和政府辦公室。

Jannie

What types of government offices?

哪一類型的政府辦公室？

Anna

Well, the government offers jobs on the federal, state and local levels. If there are no openings there, you can check nearby businesses but I'm not sure how.

唔，政府可提供聯邦、州和市各級的工作。如果那裡沒有空缺，你可查看附近的商業機構，但我不清楚怎樣做。

Carol

Oh, that's easy. You can contact them by sending them a letter with your resume or you can call them on the phone. Some people apply in person, but it's better to wait until you know they are hiring. Otherwise, you could waste a lot of time and energy.

噢，那容易。你可寫信給他們，附上你的履歷表或打電話給他們。有些人親自去申請，但等到你知道他們要請人時才去較好。否則，你會浪費很多時間和精力。

Anna

I don't have a lot of free time to look for work.
我沒有很多空閒時間來找工作。

Carol

Also, "Job Market Information" lists many new jobs which are opening up.
另外，「工作市場訊息報」刊登很多有空缺的新工作。

Anna

Is that the publication that is put out by the U.S. Department of Labor every year?
是這本美勞工部每年出版的刊物嗎？

Carol

Yes. Related training and education can be found in school career centers or public libraries.
是。有關訓練和教育的資料可在學校職業中心或公共圖書館找到。

Anna

Yes, that's true. I can also go to an employment agency. There are a few in my area.
是，那是對的。我還可以去職業介紹所。在我住的地區有一些。

Jannie

Remember that while some employment agencies are free, others will charge you money if they find you a job.
要記得雖然有些職業介紹所是免費的，但其他一些如果替你找到工作，他們就要向你收費。

Anna

Really? I didn't know that. I don't think I could afford to pay a big fee anyway.
真的？我不知道這種情況。我想反正我付不起一筆大的費用。

Jannie

Make sure that when you visit an employment agency you should first find out if you have to pay a fee. Most of the time, the employment agency charges a fee to your new employer which is usually the amount of your first month's salary up to six weeks.

要弄清楚當你去一間職業介紹所時首先要了解你是否需要付費用。大部份情況是職業介紹所向你的新僱主收費，款額通常是你第一個月至六個星期的薪金。

Anna

As long as they are paying for it, I don't mind.

只要他們肯付款，我不介意。

Jannie

I agree, but agencies also make you sign a contract which binds you to an agreement.

我同意，但介紹所也要你簽一份合同，以協議來制約你。

Anna

What kind of an agreement?

哪一種協議？

Jannie

If you don't like the job and you quit, the employment agency fee will be charged to you.

如果你不喜歡新工作而辭職，職業介紹所的費用將由你支付。

Anna

We have to understand all the details and find out all of the facts before signing anything.

在簽任何文件前我們必須明白所有細節和了解所有事實。

Jannie

That's right. (Look at her watch.)

Oh, look! Our coffee break is over. We'd better get back to work.

對了。

噢，看！我們的短休時間已過了。我們最好回去繼續工作。

Anna

Yes, thanks for filling me in on some of the important details of a job search.
對，多謝你爲我提供了一些有關尋找工作的重要細節。

Carol

It was my pleasure. Remember to check the classified section of your newspaper every day, especially on Sunday which is a popular day for employers to run their ads.
我很高興這麼做。記得每天查閱你的報紙的分類廣告，尤其是星期日，它是僱主最喜歡登廣告的日子。

Anna

I will and I'm going to talk to my teacher when I go to class tonight.
我會查閱的。今晚上課時，我將跟我的老師談談。

Carol & Jannie

Good luck! Anna!
祝你好運！安娜！

Anna

Thank you!
謝謝
What is this?

Hostess

Now, let's review and answer questions.
現在，讓我們複習和回答問題。

1) What are these?
這些是甚麼？

These are help-wanted ads.
這些是招聘廣告。

2) What is this?
這是甚麼？
This is an application form.
這是一張申請表。

3) What is that?
這是甚麼？

This is a resume.
這是一份履歷表。

Hostess

You have seen Carol and Jannie help Anna sort out the details and get some important information about a job search. Next week, we will learn just how well Anna does on her job interview. Thanks for watching, and see you next week.
你剛看完卡羅爾和珍妮幫安娜找出有關尋找工作的詳情，並取得了一些重要資料。下星期，我們將會知道安娜在她的工作面試時表現如何。謝謝收看本節目，下週再見。

TV Lessons - Test 24 (Episode 24)

I. Multiple choice:

1. What do you call a person who gives work to other people by payment?
   A) Employee B) Employer C) Employment Agency

2. What do you call a person who is hired for wages?
   A) Employee B) Employer C) Employment Agency

3. Which is a common way for a garment worker to find a job?
   A) Going to the library B) Watching TV
   C) Asking friends and relatives

4. What should you bring when you go for a job interview?
   A) Social security card B) Identification card
   C) Your updated resume

5. Which day is the most popular day for employers to run their ads?
   A) On Friday B) On Saturday C) On Sunday

II. Answer the following questions:

1. From where can you get information about new job opportunities?

2. In which newspaper can you find a want ad for the position of a samplehand more easily?

3. Usually by what factors can you decide whether the job is worth pursuing?

4. What should you find out first when you visit an employment agency?

5. How has Anna, a seamstress in this episode, improved her skills?

EPISODE 25 "JOB APPLICATION FORM"
第二十五課　　申請工作表

Hostess

Good evening! I'm Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we are going to learn how to fill out a job application form, but let's look at our new vocabulary first.
晚安！我是麗塔·希金斯。謝謝你收看在職英文班節目。本節目是由華埠人力中心所提供。今天，我們將學怎樣填寫申請工作表，但首先讓我們看看我們要學的新詞彙。

Job application form	申請工作表
Social security number	社會安全咭(工咭)號碼
Position applied for	申請職位
Type of employment desired	要求僱用工作類別
Full-time	全職
Part-time	半職
Temporary	臨時
Present address	現地址
Previous address	前地址
Employment experience	工作經驗
Present employer	現僱主
Previous employer	前僱主
Name of supervisor	主管姓名
Job title	工作職稱
Job description	工作說明
Job duties	工作職責
Job salary/earnings	薪金/所賺的錢
Reason for leaving	離職原因

Hostess

Veteran	退伍軍人
U.S. citizen / citizenship	美國公民
Education and Training	教育和訓練
References	推薦人
Hobbies	嗜好
Community service	社區服務

Good! Let's listen and repeat the vocabulary.
好！讓我們聽聽及重複詞彙。

Excellent! Right now Anna is at work and is about to take her coffee break. Let's see if Jannie and Carol can help her learn to fill out the job application form she brought with her.
非常好！安娜現在正在工作，她很快就有工間休息。讓我們看看珍妮和卡羅爾是否可幫她學習如何填寫她帶來的申請工作表。

Carol

Hello, Jannie and Anna! How are you today?
你好，珍妮和安娜，你們今天怎麼樣？

Jannie & Anna

Fine, thank you!
好，謝謝！

Carol

What's that you are reading, Anna? Anything interesting?
你在閱讀甚麼，安娜？有甚麼有趣的東西？

Anna

This is a job application form that I picked up yesterday.
這是我昨天拿到的申請工作表。

Carol

Oh! Do they have any interesting positions open at this time?
噢！他們現在有甚麼有趣的空缺？

Anna

They have one forelady position open and two seamstress positions available.
他們有一個女管工職位和兩個車衣女工的空缺。

Jannie

That's good news. That company pays more money per hour and they have a good union with great benefits.
那是好消息。那間公司每小時付多些工錢而且他們有個好工會可提供極好的福利。

Anna

I really want to work there but first I have to fill out this job application form.
我確實想在那裡工作但首先我必須填寫這張申請工作表。

Carol

Filling out a job application form is not difficult to do if you go over each section carefully.
如果你細心閱讀表格的每一部份，填寫一張申請工作表並不困難。

Anna

I've never filled out a job application form before and I am afraid I will make a mistake.
我從未填寫過申請工作表，我怕我會填錯。

Jannie

When you started here, didn't they give you any forms?
你在這裡開始工作時，他們沒有給你任何表格嗎？

Anna

Just a W2 form and a sewing test.
只有一張W2 表格和一個縫紉測試。

Carol

It's really simple. Here, it asks for your name.
那真是簡單。這裡，要填寫你的名字。

Jannie

Pay close attention to the details.
要特別注意細節。

Anna

Like what?
例如甚麼？

Jannie

The form says last name, first name and middle initial.
表格上寫著姓氏，名字和中間名字字首。

Carol

Correct! It also says to print neatly or type the information.
對！它還寫著要整齊地用正楷填寫或用打字機打出資料。

Anna

I'll print it because I don't have a typewriter.
我將用正楷填寫因爲我沒有打字機。

Carol

The important thing is to follow the directions very carefully and fill out all the areas that apply to you.
重要的是要細心地按照指示填寫所有適用於你的項目。

Jannie

That's true. Filling out a job application form correctly is the first step in proving to the employer that you can understand and follow directions.
那是對的。正確地填寫申請工作表是向僱主證明你能夠明白和遵照指示辦事的第一步。

Anna

Okay! That's finished. On this line they are asking me to write my present address.
好的！那項填完了。在這一行他們要求我寫上我現在的地址。

Carol

Yes, and make sure you fill in the space that reads "years at present address".
是，同時你要在寫著「在現地址住多久」的空位裡填寫。

Anna

I have lived at this address for six years. Let me fill out my telephone number here as well.
我在這地址已住了六年。讓我同時在這裡填上我的電話號碼。

Jannie

It also tells you to list your previous address on the line below that.
它還告訴你在那一行下面列明你以前的地址。

Carol

Look at this section. They ask about your work experience.
看看這部份。他們問有關你的工作經驗。

Jannie

It reads "start with last employer first."
它寫著「從最後的僱主開始」填寫。

Carol

You are working now so you should start with your present employer.
你現在正在工作，所以你應由你現在的僱主開始填寫。

Anna

What information should I give them about my present employer?
我應給他們關於我現在僱主的甚麼資料？

Carol

Write their name, address, telephone number and the name of your supervisor.
寫上他們名稱，地址，電話號碼和你的主管名字。

Jannie

Yes. And make sure to put your job title and your work-related duties and work experience.
是。同時要寫上你的工作職稱，工作職責和工作經驗。

Anna

You are correct. Here is the space for this information.
你說得對。這裡是填報這些資料的空位。

Jannie

Also, this line over here is asking how much money you made at your job.
還有，這一行是問你做這份工作賺多少錢。

Carol

Don't forget to check off the correct boxes where it asks about your citizenship and status.
別忘記在與你國籍和身份狀況相符的正確格子填「X」。

Anna

There certainly are a lot of questions on this job application. On this side they want me to list all of my education experience.
這申請工作表確實有很多問題要填寫。在這一面，他們要求我列明我所受的教育經驗。

Carol

And don't forget to put your most recent education experience first and work your way back.
同時別忘記先寫下你最近所受的教育經驗然後倒數寫出其他。

Anna

What does veteran mean?
退伍軍人指的是甚麼？

Jannie

That has to do with military service.
那是指參加軍隊服務。

Carol

Have you ever served in the United States armed forces?
你有沒有在美國軍隊中服務過？

Anna

Ha! Ha! Not yet!
哈！哈！還沒有！

Carol

Well, then you should check the "No" box.
好的，那你應在「不」的格子填「x」。

Anna

List references. What are references, Carol?
列明推薦人。甚麼是推薦人，卡羅爾？

Carol

References are usually people with whom you have worked, and they speak well about your work abilities and work habits. If you have done good work for someone, then you can ask them for a "letter of reference".

推薦人通常是指曾經和你一起工作過的人。他們對你的工作能力和工作習慣會給好的評價。如果你曾爲某些人做的工作很好，那你可要求他們寫封「推薦信」。

Jannie

Yes, but on this job application form, all you need to do is to write their name, address and phone number.

是，但在這申請工作表，你所需要填寫的只是他們的姓名，地址和電話號碼。

Anna

Great! I know lots of people who will give me a good reference.

很好！我認識很多可給我好的評價的人。

Carol

The last thing you need to do is to list your hobbies, any social activities or community service.

最後你需要做的是列明你的嗜好，任何社會活動或社區服務。

Anna

Wow! There is so much information here. I could write my resume from this.

嘩！這裡有這麼多的資料。我可根據這表格來寫我的履歷表。

Jannie

This line says "For office use only, please do not write below".

這行寫著「只供辦公室用，請不要填寫以下部份」。

Carol

That space is probably for employer or personnel comments.

那空位很可能是給僱主或人事部填寫評語的。

Jannie

Well, break time is over. We'd better get back to work.
好了，休息時間過了。我們最好回去工作。

Anna

Thanks for helping me today.
謝謝你今天幫了我。

Carol

Good luck with your job search, Anna.
祝你在尋找工作中有好運，安娜。

Jannie

Good luck.
祝好運。

Anna

Thank you.
謝謝。

Hostess

Now you have learned the basic information you need to fill out a job application form. Let's look at the screen and answer the following questions.
現在你已學了填寫申請工作表時所需要的基本資料。讓我們看看屏幕和回答以下問題。

1. Do you have to fill out your age and sex in a job application form?
你是否需要在申請工作表上填寫你的年齡和性別？
No, it is illegal for an employer to ask for my age and sex in a job application form.
不，在申請工作表上僱主問我的年齡和性別是不合法的。

2. Usually what numbers do you have to provide on a job application form?
通常在申請工作表上你需要提供甚麼號碼？
Usually I have to fill out my social security number and telephone number on a job application form.
通常在申請工作表上我需要填寫我的社會安全咭號碼和電話號碼。

3. Is it necessary to type a job application form?
申請工作表是不是需要用打字機打？
No, it is not necessary to type a job application form. However, we have to print it neatly in pen.
不，申請工作表並非一定要用打字機打。但是，我們必須用鋼筆及以正楷整齊地填寫。

4. What are references?
甚麼是推薦人？
References are usually people with whom you have worked and they will speak well about your work abilities and work habits.
推薦人通常是同你一起工作過的人，他們對你的工作能力和工作習慣會給予好的評論。

Hostess

Now that Anna has filled out her job application form correctly and completely, she will have a better chance of getting the job. That's all for today's episode. Thanks for watching, and I'll see you in the next episode. Good-bye!
現在安娜已正確地及完全地填寫申請工作表，她將有較好的機會找到工作。今天的節目已全部播完。謝謝收看，我將在下一集再與大家見面。再見！

TV Lessons - Test 25 (Episode 25)

I. Please fill out the application form.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE

Last name _____ First name _____ Middle initial _____

Social security number _____

Present address _____

Zip code_____ Tel _____ Years at present address _____

Previous address _____ Zip Code_____

Position applied for _____

Salary desired $ _____ Date available for work _____

Type of employment: Full time ☐ Part time ☐ Temporary ☐

Are you a U.S. citizen? Yes ☐ No ☐

Permanent resident, alien number _____

Other, visa type _____

Are you a veteran of any branch of the U.S. Armed Forces?

Yes ☐ No ☐

WORK EXPERIENCE

Name of Firm/Agency		Supervisor	
Address		Telephone	
From to	Job title	Salary$	/yr./hr.
Work duties			
Reason for leaving			
Name of Firm/Agency		Supervisor	
Address		Telephone	
From to	Job title	Salary$	/yr./hr.
Work duties			
Reason for leaving			
Name of Firm/Agency		Supervisor	
Address		Telephone	
From to	Job title	Salary$	/yr./hr.
Work duties			
Reason for leaving			

EDUCATION AND TRAINING

Name of School	Address	Year attended From mo yr to mo yr	Graduated Yes	Graduated No	Type of degree Diploma/Cert

Hobbies: _____

Social activities: _____

Community service: _____

REFERENCES (List 2 past supervisors and 1 personal reference)

Name	Address	Telephone

FOR OFFICE USE ONLY, PLEASE DO NOT WRITE BELOW

Interviewed by _____ Date _____

Interviewer's comment _____

_____

_____

_____

EPISODE 26 "JOB INTERVIEW"
第二十六課　　工作面試

Hostess

Good evening! I'm Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Today, we are going to learn how to successfully attend a job interview as a job applicant. But before we do that, let's look at our new vocabulary!

晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。今天，我們將學作爲一個申請工作者如何能在參加面試時取得成功。但在我們學習前，讓我們看看我們的新詞彙。

Job interview	工作面試
Procedure	程序
Receptionist	接待員
Work experience	工作經驗
Garment shop	製衣廠
Confidence	信心
Communication skills	溝通技能
Resign	辭退
Job applicant	申請工作者

Very good! Let's listen and repeat the vocabulary.

非常好！讓我們聽聽及重複詞彙。

Today, Anna will have a job interview. Please pay close attention to her phone conversation and to her job interview procedure.

今天，安娜將參加工作面試。請密切注意她在電話中的對話和她參加工作面試的程序。

Jannie

Anna, are you looking for a sample maker job?

安娜，你是不是在找車樣板技師的工作?

Anna

Yes, I'm still looking for one in the newspaper want ads.
是，我仍在報紙的聘請廣告中尋找該工作機會。

Jannie

Oh, I have a friend who was a sample maker but she just left her job. Her company needs to find a new sample maker for about $400 a week. Are you interested in it?
噢，我有一個做車樣板技師的朋友，她剛離開她的工作。她的公司需要找一個新的車樣板技師，工資每週約400美元。你對這工作有興趣嗎？

Anna

Of course. But I'm afraid I couldn't handle that job.
當然有。但是我恐怕不能勝任那工作。

Jannie

I think you may be good enough to be a sample maker. If you never try, you'll never know. Why don't you call them for an interview?
我想你的條件大概是以成爲一個好的車樣板技師。如果你不經過嘗試，你將不會知道。你爲甚麼不打電話要求工作面試呢？

Anna

Okay, I'll do it now.
好的，我現在就打電話。

Jannie

Here is the phone number, address of the company, and the name of the contact person.
這是那間公司的電話號碼，地址，和聯絡人的姓名。

Anna

Thank you!
謝謝！

Hello, may I speak to Mr. Johnson?
你好，我可跟莊遜先生通話嗎？

Receptionist

May I ask who's calling, please?
請問是誰打電話來？

Anna

My name is Anna Lau. I am calling for a job interview.
我的名字是劉安娜。我打電話來要求工作面試。

Receptionist

Please hold on.
請稍等。

Mr. Johnson

Hello. Richard Johnson speaking. May I help you?
你好。我是莊遜理查。我可幫你嗎？

Anna

My name is Anna Lau, and I am calling about the sample maker position.
我的名字是劉安娜，我打電話來詢問有關車樣板技師的職位。

Mr. Johnson

Are you a sample maker now?
你現在是不是車樣板技師？

Anna

No, I'm not. I have been working as a seamstress for about three years. But I have very good sewing techniques, and I am sure I can be a good sample maker if you give me a chance.
不，我不是。我已做了車衣女工約三年。但我有很好的車衣技巧，如果你給我機會，我肯定可以成爲一個好的車樣板技師。

Mr. Johnson

Can you read a spec sheet?
你會看懂呎吋指示表嗎？

Anna

Yes, I can.
是，我會。

Mr. Johnson

Can you come in tomorrow afternoon at two? I have to see your sewing techniques.
你明天下午二時能來嗎？我一定要看你的車衣技巧。

Anna

Yes, I can.
是，我能來。

Mr. Johnson

The name of our company is T & M Fashion located at 501 Broadway, second floor, New York, New York 10012.
我們公司的名字是T & M 時裝，位於百老匯街501號，二樓，紐約市，紐約，郵區號碼10012。

Anna

All right. I'll see you tomorrow afternoon at two. Let me give you my number, in case anything happens and you have to call me. My number is 718-421-1244.
好的。我明天下午二時來見你。讓我給你我的電話號碼，萬一發生甚麼情況，你需要打電話給我。我的號碼是718-421-1244。

Mr. Johnson

Good.
好。

Anna

Good afternoon, Miss, my name is Anna Lau, and I am here to see Mr. Johnson. We have an appointment at two o'clock.
午安，小姐，我的名字是劉安娜，我來這裡是要見莊遜先生。我們預約在二時見面。

Receptionist

Please fill out this job application form first.
首先，請你填好這份工作申請表。

Anna

Thank you.
謝謝。

Miss, here is my application form.
小姐，這是我的申請表。

Receptionist

O.K. Mr. Johnson, Anna Lau is waiting to see you.
好的。莊遜先生，劉安娜在等著見你。

Mr. Johnson

Hi, you must be Anna. I'm Richard Johnson, the manager.
嗨，你一定是安娜。我是莊遜理查，公司經理。

Anna

Nice to meet you, Mr Johnson.
見到你很高興，莊遜先生。

Mr. Johnson

Nice to meet you, too. Let's go to the conference room.
見到你我也高興。讓我們去會議室。

Please have a seat.
請坐。

Mr. Johnson

Can you tell me about your work experience?
你能告訴我有關你的工作經驗嗎？

Anna

I've been working as a seamstress for about three years. Before that, I was a buttonhole operator in a garment shop for a year.
我做車衣女工大約三年。在那之前，我曾在衣廠做了一年開鈕門工人。

Mr. Johnson

What kind of garments do you sew?
你車哪一種成衣？

Anna

I sew women's clothing. I have a lot of experience in sewing different parts of women's clothing nicely and quickly. I have worked on skirts, pants and jackets. I know how to sew a variety of pockets and zippers. I have worked with many different fabrics.
我是車女性服裝。我在車女裝的不同部份方面，有很多經驗，車得好又快。我曾車半截裙，長褲和短外套。我會車多種款式的口袋和拉鍊。我還車過很多不同種類的布料。

Mr. Johnson

To qualify as a sample maker in our company, you must have excellent sewing skills. With only three years of sewing experience, you may not be able to handle this job well. I think you should get more experience first.
要成爲我們公司的合格車樣板技師，你一定要有非常好的車衣技巧。你只有三年的車衣經驗，大概不能很好地應付這工作。我想你首先應取得更多經驗。

Anna

But I'm very interested in this job. Besides my actual work experience, I also completed an advanced sewing technique course, and I really have very good sewing skills. I can use the single-needle, merrow, and other specialty machines.
但我對這工作非常有興趣。除了我的實際工作經驗之外，我還讀完了一個高級車衣技巧班課程，我確是有非常好的車衣技術。我能使用單針，助骨，和其他特別技巧的機器。

Mr. Johnson

You said you can read a spec sheet, right?
你說過你會看懂呎吋指示表，對嗎？

Anna

Yes, I can!
是，我會！

Mr. Johnson

Okay, you're going to have a test.
好的，你將參加一個測試。

Can you sew a skirt that follows this spec sheet?
你能按照這張呎吋指示表車一條半截裙嗎？

Anna

Sure!
當然能！

Mr. Johnson

Anna, these are the pieces for this skirt. Here is the sewing machine. You can use every tool you want.
安娜，這些是這條裙子的裁片。這是縫紉機。你可用你想用的每一件工具。

Are there any problems?
有問題嗎？

Anna

No problem. Thank you.
沒問題。謝謝。

Mr. Johnson

You can start now. Tell me if you have any questions, I will be nearby. Okay!?
你現在可開始。如果你有任何問題就告訴我。我就在附近。行不行！？

Anna

Okay! Thanks.
行！謝謝。

Mr. Johnson

Have you finished?
你車完了嗎？

Anna

Yes.
車完了。

Mr. Johnson

Good. This is very nice work.
好。這條裙子車的技術很好。

Anna

Thank you.
謝謝。

Mr. Johnson

You've done a really good job. Now, if we're going to hire you, when can you start?
你完成了一項出色的工作。現在，如果我們僱用你，你何時可開始工作？

Anna

I can start in two weeks because I need two weeks to resign from my present job.
我可在兩星期後開始工作，因爲我需要兩星期辭退我現在的工作。

Mr. Johnson

Excellent. I'll call you tomorrow.
非常好。我明天打電話給你。

Anna

Good! Thank you.
好！謝謝。

Hostess

Anna did very well at her job interview. Remember, having confidence during an interview is very important. And in order to have confidence, you should have good sewing techniques and good communication skills. Now, let's look at the screen and answer the following questions.
安娜在她的工作面試中表現得很好。記著，在面試中有信心是非常重要的。而要有信心，你應該有好的車衣技巧和好的溝通技術。現在，讓我們看看屏幕和回答以下問題。

Hostess

1. Who was the job applicant in this lesson?
在這一課裡誰是申請工作者？
Anna Lau was the job applicant in this lesson.
劉安娜是這一課的申請工作者。

2. Who was the interviewer?
誰是面試者？
Mr. Richard Johnson was the interviewer.
莊遜理查先生是面試者。

3. What position was Anna Lau applying for?
劉安娜正在申請甚麼職位？
She was applying for the position of a sample maker.
她正在申請車樣板技師的職位。

4. Can Anna Lau read a spec sheet?
劉安娜會看懂尺吋指示表嗎？
Yes, she can.
是，她會。

5. Did Anna Lau do well at the interview?
劉安娜在面試中表現好嗎？
Yes, she did.
是，她表現好。

Okay! I think you have learned the basic ideas of how to handle a job interview. I really hope you can find a better job in the future. Thank you for watching, and I'll see you in the next episode. Goodbye!
好了！我想你已學到怎樣應付工作面試的基本概念。我確是希望你將來可找到一份較好的工作。謝謝收看，下一集見。再見！

TV Lessons - Test 26 (Episode 26)

I. Match column B with column A:

Column A	Column B
1. to call about the sample maker position	A. 參加一個測試
2. to complete an advanced sewing technique course	B. 給我一個機會
3. to have a test	C. 辭退現在的工作
4. to give me a chance	D. 打電話詢問有關車樣板技師的職位
5. to resign from the present job	E. 讀完一個高級車衣技巧班課程

II. Fill in the blanks with the following words:

A. sewing skills B. sewing experience C. contact person
D. job applicant E. job interview

1. Wendy is looking for a job and she has called to make an appointment for a _____.

2. Anna is applying for a position of sample maker. So Anna is called as a _____.

3. In this episode, Mr. Johnson told Anna that to qualify as a sample maker in his company, she must have excellent _____.

4. In the newspaper ads, some companies list the phone number, address of the company and the name of the_____.

5. Mr. Johnson felt that Anna could not handle the job as a sample maker because she only had three years of_____.

EPISODE 27 "TALKING WITH CO-WORKERS"
第二十七課　　與同事交談

Hostess

Good evening! I'm Rita Higgins. Thank you for watching our National Workplace Literacy Program. This program is brought to you by Chinatown Manpower Project, Inc. Last week, we saw how Anna went to a job interview. Tonight we are going to see how well Jannie does in talking to co-workers. But first, let's take a look at our vocabulary words and phrases.

晚安！我是麗塔·希金斯。謝謝收看在職英文班節目。本節目是由華埠人力中心所提供。上星期，我們看到安娜怎樣去工作面試。今晚我們將看珍妮如何與同事交談。但首先，讓我們看看我們的詞彙和詞句。

I'm having trouble with _____	我在 _____ 上有問題
Following instructions	遵照指示
Reporting problems	報告問題
I ran out of _____	我的_____用完了
I don't know how to do this.	我不知道怎樣做。
Could you help me?	你可幫我嗎?
Do you know where it is?	你知道它在哪裡嗎?
Asking for help	請求幫忙
Solving problems	解決問題
Asking questions	問問題
Talking with co-workers	與同事談話
Asking for time off	請假

Great! Let's repeat it!
好！讓我們重複它！

Now it's time to listen to Jannie and Carol.
現在是聽珍妮和卡羅爾談話的時候了。

Jannie

Excuse me, Carol. Do you have a minute?
對不起，卡羅爾。你有時間嗎？

Carol

Sure. What can I help you with?
當然。我可幫你做甚麼？

Jannie

I'm having trouble with my machine. It's broken. What should I do?
我的衣車有問題。它壞了。我應該怎樣做？

Carol

Let me take a look at it. Hmmm. There is a broken piece of needle stuck in the machine. I'll have the mechanic fix it.
讓我看一看。唔。有一支斷了的針塞在衣車裡。我將請技師修理它。

Jannie

Thanks, I appreciate it. By the way, I'm trying to speak English more fluently. I notice that you speak the language very well.
謝謝，我很感謝。除此之外，我正在嘗試將英文講得比較流利。我發覺你英語說得很好。

Carol

Thank you. I have been working on improving my English in a night school and would be glad to help you. You are good at following instructions. And you were smart to come to me as soon as you found out that you had a problem.
謝謝。我一直在一間夜校進修英文，我很高興幫助你。你在遵照指示方面做得很好。同時你發現有問題就來找我，這樣做是明智的。

Jannie

Doesn't everyone do this?
難道不是每個人都這麼做嗎？

Carol

No. And then they get into trouble for not reporting problems.
不。那麼他們便會因不報告問題而遇到麻煩。

Jannie

Why wouldn't someone speak up if they needed to talk to someone?
如果有些人需要跟別人說話爲甚麼他們不說出來呢？

Carol

Maybe they are afraid to speak up. Some workers are given directions but do not understand them.
也許他們害怕說出來。有些工人雖然得到工作指示但卻不明白那些指示內容。

Jannie

Doing the job wrong is really something to be afraid of.
做錯工作確是一件令人害怕的事。

Carol

Everyone has to ask someone for help once in a while and good supervisors don't mind clarifying the details if you just ask.
每個人偶爾都會需要找人幫助，如果你提出問題，好的主管是不會介意解釋細節。

Jannie

There are workers here from several countries. I don't understand what they are saying when they speak English because I have a problem understanding their accents.
這裡有從幾個國家來的工人。當他們說英文時我不明白他們說甚麼，因爲我在聽懂他們的口音上有困難。

Carol

I have a problem understanding certain accents too.
我在聽懂某些口音上也有困難。

Jannie

It's embarrassing to keep asking over and over again, and I don't want to appear rude or stupid.
一次又一次地提問會令人感到尷尬，而我又不想顯得粗魯或愚蠢。

Carol

Don't worry, Jannie. There's an easy way to get around that.
不用擔心，珍妮。有一種容易的方法可應付此問題。

Jannie

Really?
真的嗎？

Carol

First, go over to the co-worker you need to speak with and introduce yourself with a friendly smile.
首先，向你想與他交談的同事走去，並用友善的微笑介紹你自己。

Jannie

That always helps to break the ice.
那樣做總是有助於解除隔膜。

Carol

Then tell them your English is not very good and you need them to speak very clearly to you.
然後告訴他們你的英文不是很好。因此你需要他們和你交談時講得很清楚。

Jannie

I see. If I make them aware that there is a problem from the start, they will be more careful in their pronunciation.
我知道。如果我一開始就使他們注意有此問題，那他們在發音方面將會更加小心。

Carol

Exactly! Then have them speak only one sentence at a time and make sure you understand before continuing.
完全正確！然後再要求他們每次只講一句話，等你明白後再繼續。

Jannie

I see.
我知道了。

Carol

Most importantly, if you don't understand any part of what they said, don't just walk away and think that's okay.
最重要的是，如果你不明白他們說的任何部份，不要只是開並以爲那是沒甚麼問題。

Jannie

I got it. You want me to ask questions until I am sure and I can understand everything.
我知道了。你要我提出問題直至我肯定和能明白所有談話內容。

Carol

Now you've got the idea!
現在你明白我的意思了。

Jannie

I have a friend who's going to work in an American garment shop. Her English is not that good. She asked me to give her some useful phrases that she should know by heart that will help her in the shop.
我有一個朋友，準備在一間美國人開的衣廠做工。她的英文並不很好。她叫我給她一些她應該熟記而且對她在衣廠的工作有幫助的有用詞句。

Carol

Well, there are so many, but I can give you a few to help her just to get started.
唔，有這麼多，不過我可給你一些來幫她開始。

Jannie

When I told you "my machine is broken" I bet that is a common phrase.
當我告訴你「我的機器壞了時」，我確信那是常用的詞句。

Carol

That's almost at the top of the list but it is not as popular as "I ran out of thread."
那幾乎是列在第一位，但它不及「我的線用完了」那麼常用。

Jannie

That's for sure.
那當然是。

Carol

How about "I think my paycheck is wrong".
「我想我的工資支票有錯誤」，這一句又如何？

Jannie

Ha ha! That is one phrase to really get upset about. Carol, how about the phrase "I don't know how to do this. Could you help me?"
哈哈！那確是令人掃興的詞句。卡羅爾，「我不知道怎樣做這工作。你能幫我嗎？」的這一句又怎樣？

Carol

That's a very useful phrase.
那是非常有用的詞句。

Jannie

Could you tell me about the language-related problems you have had on the job?
你能告訴我你在工作上曾遇到的與語言有關的問題嗎？

Carol

No problem! I have gone home complaining to myself many times that workers often don't tell me when they don't understand.
沒問題！好多次我回到家，對自己埋怨，有些問題，工人不明白，但他們不告訴我。

Jannie

Are they afraid to ask questions about the directions?
他們是否害怕對工作指示提出問題？

Carol

Not only that, sometimes they don't even know the names of tools and parts.
不僅如此，有時他們甚至不知道工具和零件的名稱。

Jannie

You mean they pretend they know everything? Why?
你指的是他們佯裝他們知道一切？爲甚麼？

Carol

They are afraid, I guess. Some workers also get very upset when I say they made a mistake.
我猜，他們害怕。當我指出一些工人出差錯時，他們也感到非常不高興。

Jannie

Maybe they make so many mistakes because they don't talk to other workers.
也許他們出這麼多差錯是因爲他們不跟其他工人交談。

Carol

That is the biggest problem with workers who have problems understanding English.
那是不明白英語的工人存在的最大問題。

Jannie

Actually, they are having a problem in not taking the responsibility to learn English.
事實上，他們存在的問題是不把學習英文當作自己的責任。

Carol

Now, I make sure I ask "Do you understand?"
現在，我要肯定我問「你明白嗎？」

Jannie

So, that's all you have to do.
因此，那就是你所需要做的。

Carol

Most of the time they say "yes" when they don't understand at all.
大部份情況下，即使一點也不明白，他們也說「是」。

Jannie

So how can you be sure a co-worker understands what you are saying?
所以你怎樣能肯定一個同事明白你所說的話？

Carol

I ask them to explain to me what I just said to them and after they have done that I can relax.
我叫他們向我解釋我剛對他們說過的內容；在他們能做到這一點後，我才覺得放心。

Jannie

By the way, are you the supervisor for this Thursday afternoon?
順便問一句，你這星期四下午是主管嗎？

Carol

Yes. I will be covering for Denise who is on vacation.
是。我將代替正在渡假的典妮絲。

Jannie

Well, now that we are on the subject, I would like to get permission to leave work early this Thursday.
噢，現在我們談到正題了。我想在這星期四得到許可早點下班。

Carol

Why do you need to leave early?
你爲甚麼要提早離開呢？

Jannie

I need to pick up my mother at the airport.
我要到機場去接我的媽媽。

Carol

How early do you need to leave work?
你需要提前多少時間下班呢？

Jannie

I need to leave by 4:00 pm.
我需要在不遲於下午四時離開。

Carol

Oh. That will be no problem. I don't think we will be that busy on Thursday afternoon.
噢。那沒有問題。我想我們在星期四下午將不會那麼忙碌。

Carol

We will just be finishing up and preparing the lots for shipping.
我們將只是做收尾工作和準備好出貨的那批成衣。

Jannie

Great! I feel relieved about that. Will I have to use half of a vacation day?
好極了！你這麼說我感到鬆口氣了。我必須用半日的假期嗎？

Carol

Since you are losing only 2 hours of work, you can just punch out early and get a little less pay in your paycheck.
由於你只離開工作兩個小時，你只須早些打工咭下班，那麼你的工資支票上的錢會少些。

Jannie

Okay!
好的！

Carol

For effective communication, all you need to remember is rule #1.
爲了有效的溝通，你所需要記住的只是第一條規則。

Jannie

What is rule #1?
第一條規則是甚麼？

Carol

Not to be afraid to ask questions, of course!
當然是不要害怕提問題啦！

Jannie

Of course!
當然是！

Carol

And, if there is a language problem, remember to ask your co-worker to slow down.
同時，如果語言上有問題，記得叫你的同事講慢些。

Jannie

Yes. And my co-workers won't feel insulted if I tell them English is not my native language instead of complaining about their accents.
是的。如果我告訴他們英語不是我的母語，而不是埋怨他們的口音，那我的同事就不會感到被侮辱。

Carol

And we should also remember to be polite.
另外，我們也要記得要有禮貌。

Jannie

Yes. I should start out by saying "Excuse me, or pardon me, etc." Thank you for helping me with my English today.
是的。我應該由「請原諒我或對不起，請再說一遍；等等。」開始。謝謝你今天幫助我學英文。

Carol

I see! You are practicing rule #2.
我知道！你在練習第二條規則。

Jannie

Oh yes! Remembering to be polite.
噢，是的！記得要有禮貌。

Carol

Yes. This way people will look forward to speaking with you again.
是的。這樣做人們會期望再與你交談。

Jannie

And, I am looking forward to speaking English more fluently with you again.
同時，我正期望下次能用英文與你更流利地交談。

Carol

Good!
好！

Hostess

Well, Jannie learned a lot of useful tips when talking to co-workers. Now, let's look at the screen and answer the following questions.
好，珍妮學會了很多與同事交談的有用的提示。現在，讓我們看看屏幕和回答下列問題。

1) Can you think of another useful phrase which has the same meaning as "I'm having trouble with _____"
你能想出另外一個與「我在_____上有問題」意思相同的有用詞句嗎？
That is "I'm having a hard time with _____" or "I need some help with_____".
那是「我在_____上有難題」或「我在_____上需要幫助」。
2) For effective communication, what is rule #1?
爲了有效的溝通，第一條規則是甚麼？
Rule # 1 is not to be afraid to ask questions.
第一條規則是不要害怕提出問題。

3) For effective comminication, what is rule #2?
爲了有效的溝通，第二條規則是甚麼？
Rule # 2 is to be polite.
第二條規則是有禮貌。

Hostess

No matter how good a worker you are, you are going to have to talk to someone on the job. Remember that the key to effective communication is to relax and take your time just like Jannie did.
不論你是一個多麼好的工人，你都需要在工作上跟別人交談。記著，有效溝通的要點是：正如珍妮那樣要放鬆和不要焦急。

This is the final episode in this whole series of 27 Garment-Related Bilingual TV Broadcast Lessons. I hope you enjoyed watching this program. Good-bye and good luck with your career!
本集是這輯二十七集製衣業雙語電視廣播課程的最後一集。我希望你們喜歡收看這節目。再見並祝大家事業行好運。

TV Lessons - Test 27 (Episode 27)

I. Match column B with column A:

Column A	Column B
1. Punch out	A. 線用完了
2. Report problems at work	B. 改進英文
3. Run out of thread	C. 報告工作上的問題
4. Pretend to know everything	D. 離開工廠時打卡時點
5. Improve English	E. 假裝知道一切

II. Fill in the blanks with the following words:

A. machine B. mechanic C. directions
D. permission E. accents F. trouble

1. Jannie wants to get _____ to leave work early tomorrow because she needs to pick up her mother at the airport.

2. If you have problems understanding some co-workers' _____, ask them to speak clearly and slowly, and make sure you understand before continuing.

3. Worker A: What should I do if I have problems with my _____.
Worker B: You could have the _____ fix it.

4. My supervisor told me that I might get into _____ for not reporting problems.

5. Some workers are given _____ but they don't understand them and don't talk to other workers. That's why they made so many mistakes at work.

Answer Key to Test 16

I. Matching : 50% (10 points each)
1. C 2. E 3. B 4. A 5. D

II. Look at each picture pattern and write the proper name in English: 50% (10 points each)
1. Checked 2. Stripes 3. Plaid 4. Polka dot
5. Floral pattern

Answer Key to Test 17

I. Matching. 50% (10 points each)
1. E 2. A 3. D 4. C 5. B

II. Identify the following tools. 50% (10 points each)
1. Loop turner 2. Bodkin 3. Tape measure
4. Point turner/Awl 5. Pin cushion

Answer Key to Test 18

I. Matching. 50% (10 points each)
1. D 2. E 3. A 4. B 5. C

II. Fill in the blanks with the following words. 50% (10 points each)
1. Zipper foot 2. Seam guide 3. walking foot
4. Button foot 5. Zigzag plate and foot

Answer Key to Test 19

I. Matching. 50% (10 points each)
1. C 2. D 3. B 4. E 5. A

II. True or False? 50% (10 points each)
1. False 2. True 3. False 4. False 5. True

Answer Key to Test 20

I. Matching: 50% (10 points each)

1. B 2. C 3. E 4. A 5. D

II. Multiple choice: 50% (10 points each)

1. C 2. B 3. A 4. C 5. B

Answer Key to Test 21

Matching: 100% (12.5 points each)

1. E 2. A 3. D 4. B
5. C 6. G 7. H 8. F

Answer Key to Test 22

I. Fill in the blanks: 50% (10 points each)

1. D 2. E 3. A 4. B 5. C

II. Answer questions: 50% (10 points each)

1. The local and federal labor departments.
2. About half of my average weekly wage.
3. $4.25.
4. Equal Employment Opportunity Commission.
5. National origin, age, sex, religion, marital status or handicaps.

Answer Key to Test 23

I. Matching: 70% (10 points each)

1. E 2. F 3. A 4. G 5. B 6. D 7. C

II. Answer questions: 30% (10 points each)

1. FICA: Deduction for social security benefits
   DBL: Disability
   YTD: Year to date
   OT: Overtime
2. 6.2% of my gross pay.
3. Answer may vary.

Answer Key to Test 24

I. Multiple choice: 50% (10 points each)

1. B 2. A 3. C 4. C 5. C

II. Answer questions: 50% (10 points each)

1. Want ads in the newspapers, employment agencies, bulletin boards at the libraries, school career centers, government offices, businesses, friends and relatives.
2. Women's Wear Daily.
3. The location and salary.
4. You should first find out if you have to pay a fee.
5. By taking evening classes in sewing and in English.

TV Lessons - Test 25 (Episode 25)

I. Please fill out the application form.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE

Last name CHAN First name CHI Middle initial M.
Social security number 011-55-3407
Present address 21 LUCKY ST., NEW YORK, NY
Zip code 10003 Tel. 212-411-9007 Years at present address 7 YEARS
Previous address 35 SEAMAN ST., APT 9 BROOKLYN, NY Zip Code 10237
Position applied for SAMPLE MAKER
Salary desired $ 350 A WEEK Date available for work ANYTIME
Type of employment: Full time [x] Part time [ ] Temporary [ ]
Are you a U.S. citizen? Yes [x] No [ ]
Permanent resident, alien number N/A
Other, visa type N/A
Are you a veteran of any branch of the U.S. Armed Forces?
Yes [ ] No [x]

WORK EXPERIENCE

Name of Firm/Agency T&A SPORTSWEAR, INC.	Supervisor MR. PETER LOU
Address 20 WINE ST., NEW YORK, NY 10138	Telephone 212-475-7321
From 5/92 to PRESENT Job title SEAMSTRESS	Salary $250/WEEK
Work duties CLOSING SEAMS OF WOMEN'S CLOTHING	
Reason for leaving FOR BETTER FUTURE	
Name of Firm/Agency MARY'S FASHION	Supervisor MS. MARY YAU
Address 91-35 AVE U, BROOKLYN, NY 10235	Telephone 718-532-6074
From 4/90 to 4/92 Job title SEAMSTRESS	Salary $ 230/WEEK
Work duties CLOSING SEAMS OF WOMEN'S CLOTHING	
Reason for leaving BUSINESS SLOWED DOWN	
Name of Firm/Agency	Supervisor
Address	Telephone
From /to/ Job title	Salary$ /yr /hr
Work duties	
Reason for leaving	

EDUCATION AND TRAINING

Name of School	Address	Year attended From mo yr. to mo yr.	Graduated Yes	Graduated No	Type of degree Diploma/Cert.
FASHION SCHOOL OF SPECIAL TECHNIQUE	12-35 THIRD AVE. BROOKLYN, NY 11237	9/89-6/92	X		ADV. SEWING TECHNIQUE CERT.
FASHION HIGH SCH.	20-15 KING ST. S.I. NY, 11235	9/87-6/89	X		HIGH SCHOOL DIPLOMA

Hobbies: Swimming Travelling and Reading

Social activities: None

Community service: Volunteer Helper at Senior Center

REFERENCES (List 2 past supervisors and 1 personal reference)

Name	Address	Telephone
PETER LOU	20 WINE ST., NEW YORK, NY 10138	212-475-7321
MARY YAU	91-35 AVE U, BROOKLYN, NY 10235	718-532-6074
JOHN MARK	70 BUSH ST., NEW YORK, NY 10123	212-511-7506

FOR OFFICE USE ONLY, PLEASE DO NOT WRITE BELOW

Interviewed by _____ Date _____

Interviewer's comment _____

_____

_____

Answer Key to Test 26

I. Matching: 50% (10 points each)

1. D 2. E 3. A 4. B 5. C

II. Fill in the blanks: 50% (10 points each)

1. E 2. D 3. A 4. C 5. B

Answer Key to Test 27

I. Matching: 50% (10 points each)

1. D 2. C 3. A 4. E 5. B

II. Fill in the blanks: 50% (10 points each)

1. D 2. E 3. A, B 4. F 5. C

Glossary
詞彙表
(Lesson 16 - Lesson 27)
第十六課至第二十七課

Accident report	意外事件報告
Ambulance	救護車
Ask for time off	請假
Ask for help	請求幫忙
Backache	背痛
Basting tape	疏縫膠紙
Black	黑色
Blindstitch hem foot	邊線靴
Blue	藍色
Bodkin	穿帶夾
Brown	褐色/棕色
Button foot	打鈕靴
Buttonhole attachment	鈕門機附件
Carpal Tunnel Syndrome	手腕中樞神經併發症
Checked	有規則的方格
Child care	兒童保健
City	市
Color	顏色
Communication skills	溝通技能
Community service	社區服務
Confidence	信心
Contract	合約
Current	現時
Dark	深色的
DBL	傷殘保險費的縮寫
Deductions	減項
Disability	傷殘/殘疾
Discrimination	歧視
Education and Training	教育和訓練
Education	教育

Employee	僱員
Employer	僱主
Employment experience	工作經驗
Employment agency	職業介紹所
Federal	聯邦
FICA	社會安全稅的縮寫
Fire drill	火警演習
Fire exit	火警出口
Fire stairway	火警樓梯
Fire extinguisher	滅火器
First Aid Kit	急救箱
Fixed rate	固定薪率
Floral	花形
Follow instructions	遵照指示
Fringe benefits	額外福利
Full-time	全職
Garment shop	製衣廠
Gold	金色
Green	綠色
Grey/Gray	灰色
Gross pay	扣稅前收入
Headache	頭痛
Health insurance	健康保險
Health	健康
Help wanted ads	招聘廣告
Hobbies	嗜好
Holiday pay	假期薪金
Interview	面試
Job interview	工作面試
Job salary/earnings	薪金/所賺的錢
Job applicant	申請工作者
Job duties	工作職責
Job application form	申請工作表
Job description	工作說明
Job application	工作申請

Job title	工作職稱
Legal rights	合法的權利
Life insurance	人壽保險
Light	淺色的
Loop turner	翻轉鈎
Maternity leave	分娩假期
Medical expenses	醫療費用
Minimum wage	最低工資
Name of supervisor	主管姓名
Needle threader	穿針器
Net pay	淨收入
O.T.	超時的縮寫
Orange	橙色
Overtime	超時
Paid vacation	有薪假期
Pain	疼痛
Paisley	孤曲形
Part-time	半職
Pattern	圖案
Pay stub	支票存根
Pension plan	養老金計劃
Personnel Department	人事部
Piece rate	按件受薪
Pin cushion	針墊
Pink	粉紅色
Plaid	不規則的格子
Point turner/Awl	翻角器/錐子
Polka dot	圓點
Position applied for	申請職位
Present employer	現僱主
Previous employer	前僱主
Present address	現地址
Previous address	前地址
Procedure	程序
Purple	紫色
Re-training	再訓練

Reason for leaving	離職原因
Receptionist	接待員
Red	紅色
References	推薦人
Regular hours	規定工時
Rehabilitation	康復
Report problems	報告問題
Resign	辭退
Resume	履歷表
Run out of	用完
Safety mask	安全面罩
Seam gauge	縫紉針距
Seam guide	縫線鐵
Seam ripper/Sniper	拆線刀/刀片
Sewing scissors	縫紉剪刀
Sexual harassment	性騷擾
Shading	色澤
Sick leave	病假
Silver	銀色
Social security number	社會安全咭(工咭)號碼
Solid	單色/無圖案
Solve problems	解決問題
State	州
Straight pins	大頭針
Straight-stitch foot	普通針(直線靴)
Stress	壓力
Striped	條紋
Talk with co-workers	與同事談話
Tape measure	軟尺
Temporary	臨時
The right to a safe workplace	要求安全的工作場地之權利
Thread clipper	剪線刀
Trouble	麻煩/問題
Type of employment desired	要求僱用工作類別
U.S. Citizen/Citizenship	美國公民

Unemployment insurance	失業保險
Ventilation	通風
Veteran	退伍軍人
Walking foot	行腳靴
White	白色
Work experience	工作經驗
Workers' rights	工人的權利
Workers' compensation benefits	工人的補償福利
Year to date	本年度至今
Yellow	黃色
YTD	本年度至今的縮寫
Zigzag foot	「之」字靴
Zipper foot	拉鏈靴

Acknowledgements

Special thanks should be given to the following organizations for their valuable input and assistance in the production of Garment-Related Bilingual TV Broadcast Lessons.

Union of Needletrades, Industrial and Textile Employees
Local 23-25
Greater Blouse, Skirt & Undergarment Association, Inc.
Garment Industry Development Corporation
Sportswear Apparel Association, Inc.
Consortium for Worker Education
John Sewing Machine Service, Inc.
Onwel Manufacturing, Inc.
Kai Hing Production, Inc.
D & S Inc.

致謝

爲製衣業雙語電視廣播課程的整個製作過程
提供寶貴意見及協助，特別鳴謝以下機構。

成衣紡織聯合工會，23-25分會
紐約製衣業總商會
成衣業發展公司
女服車衣業商會
工人教育服務中心
快達衣車有限公司
香港惠安集團
啓興衣廠
靜光衣廠
世界衣廠

The working crew for the Garment-Related Bilingual
(English & Chinese) TV Broadcast Lessons of the
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Chinatown Manpower Project, Inc. is as follows:

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Director:	Mr. Michael Lang
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Script editors:	Mrs. Ivy Au Tse
	Ms. Eileen Zhang (also edit for Chinese translation)
	Ms. Mary Higgins
	Ms. May Chen
	Ms. Linda Dworak
	Miss Annie Liu
	Mr. Aaron Adler
Main actresses/actors:	Ms. Terry Murphy was cast for Sara
	Miss Jackie Au was cast for Anna Lau
	Miss Annie Liu was cast for Lily
	Miss Katherine Chung was cast for Jannie
	Miss Charroleene Ki was cast for Carol
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Funded by the United States Department of Education, the Garment-related Bilingual TV Broadcast Lessons were produced by the National Workplace Literacy Program of Chinatown Manpower Project, Inc. and SinoVision. If you are interested in getting video tapes and this book, please inquire Chinatown Manpower Project, Inc. located at 70 Mulberry Street, New York, NY 10013 or call 212-571-1694 ext. 180 for more information.
製衣業雙語電視廣播課程是由美國教育部資助，由華埠人力中心在職英文班及美國中文電視共同製作。如果你有興趣索取本課程的錄影帶及課本，請聯絡華埠人力中心。地址：紐約華埠茂比利街七十號，紐約10013，或致電212-571-1694內線180查詢。

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The contents of this book were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Printed by GM printing
(212) 334-3388